



## **Making Music office – 8 Holyrood Street, London SE1 2EL, third floor**

### **Introduction**

Making Music occupies the 3<sup>rd</sup> floor of this converted warehouse near London Bridge station.

We are [here](#).

Our lease enables us to license parts of the space to others and we currently have 2/3 desks available for rent, with two large bookcases alongside.

The space is available from 1<sup>st</sup> March.

### **Details of the space**

See photos.

The space is by the front door to the 3<sup>rd</sup> floor office.

Included in the rent is unlimited use of the meeting room (Making Music manage the meeting room diary, so that clashes can be avoided).

The floor also has a kitchenette and a bathroom corridor with 3 cubicles.

There is a lift (an old warehouse style lift) to the 3<sup>rd</sup> floor which enables bikes to be brought up, which can then stay in the hallway.

In terms of accessibility for persons of reduced mobility or wheelchair users, there are 2 steps into the front door (we can bring this up with the landlord if needed to see if a quick workable solution can be found); and having a lift is great, but the lift doors are heavy and could not be operated by a person in a wheelchair, as the handles are too high up. This would be a harder issue to address.

Please note we would be responsible for providing office furniture and so would discuss your needs and purchase new items if needed, e.g. larger desks, different chairs.



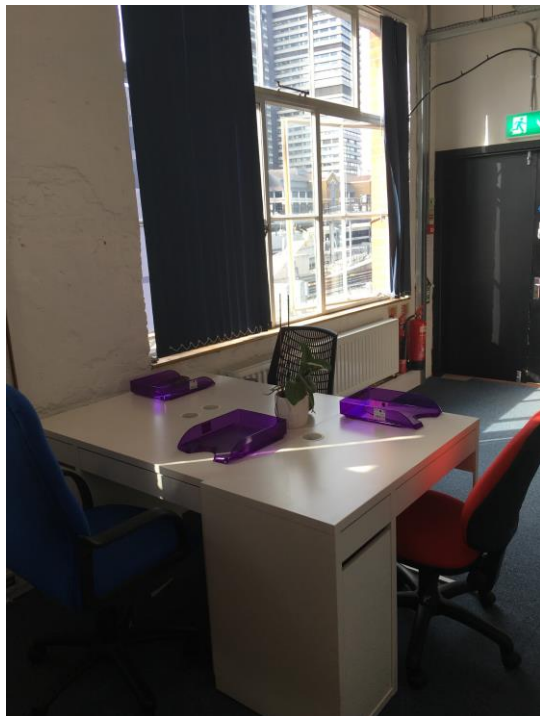
**Meeting room**



**Kitchenette**



**Desks and book shelves**



## **Costs**

**Rent:** Price £400 for the space which can accommodate 2 large desks or 3 smaller ones (as in the photos); and 2 large bookcases. Price includes use of meeting room/ kitchen/bathrooms, electricity, heating and cleaning.

**Internet:** you can use our internet – we charge a % of total usage, based on full-time equivalent users. You can get your own connection if preferred.

**Refreshments:** Optional. £5/full time person/month. This includes coffee, tea, milk, sugar, herbal teas, decaf versions, snacks, kitchen towels and other relevant consumables. Once we have done this calculation it would be fixed - so we would only adjust it if there was a significant increase or decrease in staffing. You can provide your own if you'd rather.

**Phones:** Optional. £7.95/user/month. We can also add mobile apps at £3.50/ user/month. Use your own system if preferred.

**Printing:** Pay as you use (10p per colour page, 2p per black & white), added to next rent invoice.

**VAT:** there is no VAT on rent, but all other costs would have VAT added on top.

### **Who else is in the office?**

**Making Music**, the UK association for leisure-time music groups – 13 people maximum, though not usually all at the same time

**Ora Singers**, a professional choir – 2/3 people maximum, though mostly just one

**Interact Stroke Support**, a charity engaging actors to read to stroke patients in hospitals and day centres – 3 people maximum, though mostly just two

**Linda Nottingham**, a piano teacher - separate studio; in non-Covid times happy for people to use the room for piano or other music practise when she's not teaching

**Clare Birks**, a management consultant - separate office

### **The meeting room**

Usually seats 8-10 people comfortably and has large TV screen and computer, so can be used for Zoom meetings, etc., or to show films, presentations, share documents etc.. We are planning to instal ventilation shortly (spring 2022), so that Covid-19 transmission risk in this windowless room can be mitigated.

### **Who to contact if interested?**

Please email [barbara@makingmusic.org.uk](mailto:barbara@makingmusic.org.uk) to set up a call, Zoom or site visit.

*27 January 2021*