SOAR Works Enterprise Centre

SOAR WORKS ENTERPRISE CENTRE VIRTUAL TENANCIES

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SOAR ENTERPRISES

SOAR Works Enterprise Centre
14 Knutton Road
Sheffield
S5 9NU

WELCOME TO SOAR WORKS

SOAR Works is a purpose-built Enterprise Centre in North Sheffield, which combines high quality design with functional workspace for you and your business.

Facilities available include:

- serviced offices
- light industrial units
- artist studios
- conferencing & events
- virtual tenancies
- hot-desking/ co-working
- reception services
- unit sizes that enable you to expand as your business grows

We hope you will find SOAR Works an exciting and supportive place to work and grow your business. SOAR Works is keen to see your business grow because healthy local businesses are good for the local community and Sheffield as a whole.

SOAR Works is a social enterprise and as such, any of the income generated from the venture is spent on regeneration activities in North East Sheffield through our charity, SOAR Community.

SOAR Works is owned and managed by SOAR Enterprises Limited, which is a wholly owned subsidiary of SOAR Community.

ABOUT SOAR COMMUNITY

SOAR is a community regeneration charity that provides a range of services designed to improve a person's health, wellbeing and employability.

SOAR ENTERPRISES AIMS

- To create profitable, sustainable enterprises and create jobs
- To develop and maintain a portfolio of assets
- To become a sustainable organisation in our own right
- To raise the profile of North Sheffield as an attractive place to live, work and visit
- To realise our responsibility to reduce the impact of our own organisation on the environment where we can

VIRTUAL TENANCIES

A virtual tenancy allows you to establish a presence at SOAR Works Enterprise Centre, giving you a premier business address without the additional expense of paying office rent.

We offer two different levels to our Virtual Occupier packages at SOAR Works. The package allows you to 'bolt-on' added services.

If there is another service that you are looking for, please speak to us as it may be something that we can arrange.

Option 1

£20 per month + VAT
Professional business postal address
Post and parcel receipt
Collect your mail from our Reception*
Discounted hire of meeting rooms (tenant rates)
WIFI access at SOAR works

**Unfortunately we cannot offer a mail-forwarding service*

Option 2 - All of the above plus our telephone service

Charged at £45 + VAT (minimum 12 month contract)
Dedicated Sheffield telephone number with a free mobile app
Message-taking services (by agreement)

ELIGIBILITY

To be eligible for a virtual tenancy at SOAR Works, your organisation must be:

- Registered with / have immediate plans to register with Companies House, HMRC or The Charity Commission.
- Not part of a group structure (e.g. subsidiary).
- Based in the UK and connected to Sheffield (either based here or delivering services here).
- Law-abiding and not associated with any activity which could bring the reputation of SOAR Works into disrepute.
- Be willing to provide evidence to substantiate your eligibility.
- Be willing to undergo the following checks:
    - that the organisation is registered with / has immediate plans to register with Companies House, HMRC or The Charity Commission
    - that the online presence is in keeping with the stated purpose of the organisation
    - that the directors/trustees are able to provide proof of residential address in the UK along with separate photo ID
    - I**D & Address documentation must be presented in person at SOAR Works**
    - Successful applicants must pass the ID and proof of address checks, and not appear on the Enhanced Watchlist for Money Laundering Regulations



HOW TO APPLY

Complete all sections in the **application form** and return to **centres@soarcommunity.org.uk** via email. If you have any queries, please call 0114 213 4120 to speak to Ellen Summers, Centres Manager, or a member of the Centres Team.

We require a completed form for up to 4 key personnel in your organisation. Once we have received your completed application form, we will arrange an appointment for you to come into SOAR Works to verify your details and check your ID and Address documentation.

The Money Laundering Regulations 2017 requires us to carry out appropriate customer due diligence by **checking proof of address and photo ID of all key personnel.**

- Verifying the identity of all our virtual tenants (name, home address, date of birth)
- To maintain appropriate records of evidence to support customer due diligence
- To report in accordance with the relevant legislation and regulations.

We don't require application forms for additional people authorised to collect post on your behalf, however we will require a copy of photo ID for anyone authorised to collect post.

Your virtual tenancy service will start once a signed Terms of Application has been received, and we have verified the necessary documents described within. If you have not yet registered with Companies House or the Charity Commission, applications can still be made and you can use our address to register. However, the service contract will only start once the registration number(s) have been received by SOAR Works, along with a signed Application and a direct debit.

Payments - we will issue an invoice at the start of your virtual tenancy and on the 1st of each month. Our preferred payment method is Direct Debit but we can also accept a bank transfer or regular Standing Order.

We may review the cost of services from time to time and will give tenants at least 1 month's notice in advance of any price increases.

Please note the minimum term is **6 months**, and the notice period is one calendar month.

OTHER SERVICES

Conference Room

Our Conference Room enjoys panoramic views over North Sheffield and can seat up to 30 people. We can also provide catering.

Meeting Facilities

We have meeting rooms available for smaller events, located adjacent to the Atrium. Each room has a range of conferencing tools included.

The Atrium

In addition to the formal meeting rooms, visitors are welcome to use the open plan, double height atrium area on the ground floor. Furnished with sofas, tables and chairs, it is an ideal place for breakout groups, informal meetings, or just to relax and chat.

Co-working is available to tenants in our atrium with access to free WIFI and our on-site café.

To book please visit our online booking system:
www.bookwithvera.org.uk

We also have training, conference and meeting spaces available at The Learning Zone (managed by SOAR), just half a mile from SOAR Works.

For more information on all our services please visit our website: www.soarworks.co.uk