



**SOAR Works Enterprise Centre**

# **SOAR WORKS ENTERPRISE CENTRE VIRTUAL TENANCIES**

## **CONTENTS:**



<b>Welcome to SOAR Works</b>	<b>p2</b>
<b>About SOAR Community</b>	<b>p2</b>
<b>SOAR Works' aims</b>	<b>p3</b>
<b>Virtual tenancies</b>	<b>p3</b>
<b>Eligibility</b>	<b>p4</b>
<b>How to apply</b>	<b>p5</b>
<b>Other services</b>	<b>p6</b>

# WELCOME TO SOAR WORKS

SOAR Works is a state of the art 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
- reception services
- unit sizes that can be adapted 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.

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 responsible for the regeneration in North East Sheffield. SOAR undertakes a wide range of activities including health, training and employment services.

## SOAR WORKS' 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 three different levels to our Virtual Occupier packages at SOAR Works. The package allows you to 'bolt-on' added services.

## Option 1

£17.50 per month + VAT
Professional business postal address
Post and parcel receipt
Collect your mail from our Reception

## Option 2

£35 per month + VAT
Professional business postal address
Post and parcel receipt
Discounted hire of meeting rooms (tenant rates)
WiFi access
Post forwarding service (cost of postage is additional)

## Option 3 - added telephone service

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

# ELIGIBILITY

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

- Registered with / have immediate plans to register with The Charity Commission, Companies House or HMRC.
- 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 The Charity Commission, Companies House or HMRC
  - 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
  - anti-money laundering checks including the use of the TaxCalc online service for ID checks. Successful applicants must pass the ID and proof of address checks, and not appear on the Enhanced Watchlist



# HOW TO APPLY

Complete all sections in the **application form** and return to [info@soarworks.co.uk](mailto:info@soarworks.co.uk) via email. If you have any queries, please call 0114 213 4120 to speak to a member of the Centres Team.

We require a completed form for up to 4 key personnel in your organisation. 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. We will also do an online check of the people authorised to collect post (see below).

The Money Laundering Regulations 2007 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.

**Once verified and approved,** a contract will be issued along with an invoice for one month's amount. This contract will require signing and returning, either by post or by email.

The contract and service will start once a signed agreement and payment in full has been received. 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 contract and receipt of full payment.

Please note the minimum term is one month, and the notice period is also one month.

# OTHER SERVICES

## Conferencing & Events

SOAR Works can accommodate a wide range of events in our conference room, meeting rooms and atrium space. There is also training, conference and meeting spaces available at The Learning Zone (managed by SOAR), just half a mile from SOAR Works.

## Conference Room

The Conference Room enjoys panoramic views over North Sheffield. The room can be booked for a full day, half day, or hourly. 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 or just to relax and chat.

**For more information on all our services please visit our website: [www.soarworks.co.uk](http://www.soarworks.co.uk)**



[www.soarworks.co.uk](http://www.soarworks.co.uk)

[www.soarcommunity.org.uk](http://www.soarcommunity.org.uk)

