



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

Introduction

Making Music occupies the 3rd 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 one of our licensees moved out last year to become exclusively home-working, so we now have some space available for rent.

As Covid will be with us probably for another year, we are not looking to fill the space to its maximum ('normal') capacity, but to ensure that social distancing and a fully Covid-secure way of operating can be maintained for our own team and the team of any organisation(s) licensing part of the space.

We are therefore able to offer 4 desks (and some associated storage space) and these could be licensed either to two different organisations looking for 2 desks each or to one organisation looking for 4 desks. Please see the photos for the layout.

The space is free now, so available with immediate effect.
Please ask for Covid-secure protocols.

Details of the space

See photos below.

The space is by the front door to the whole office.

Additional storage space may be available.

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 3rd floor which enables bikes to be brought up, which can then stay in the hallway safely without locking up.

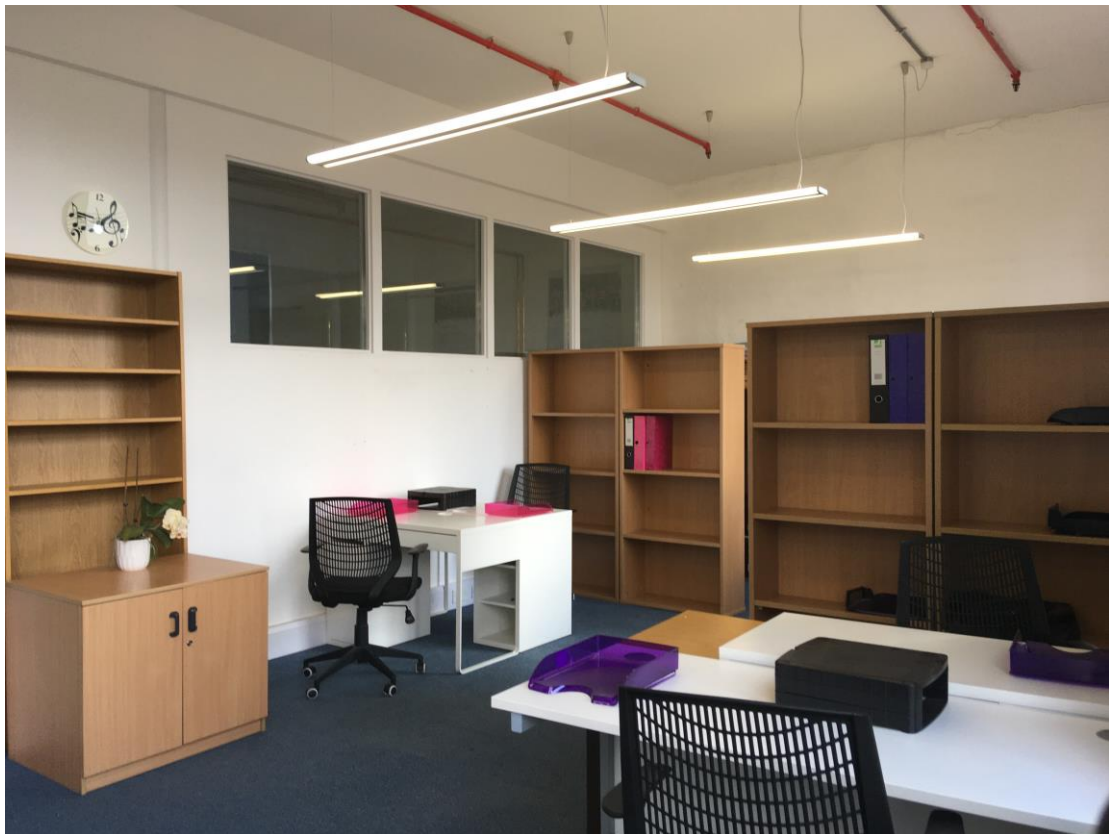
In terms of accessibility for persons of reduced mobility or wheelchair users, there are 2 steps into the front door (we can bring this up with the landlord if needed to see if a quick workable solution can be found); and having a lift is great, but the lift doors are heavy and could not be operated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



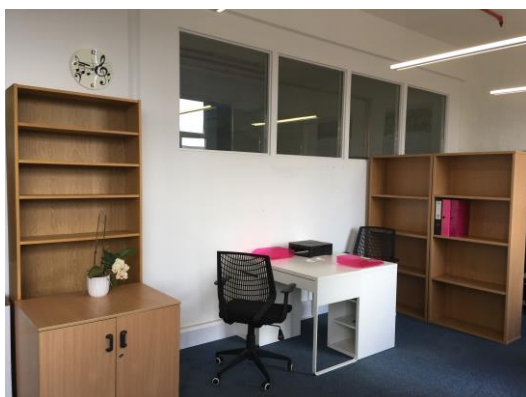
Meeting room



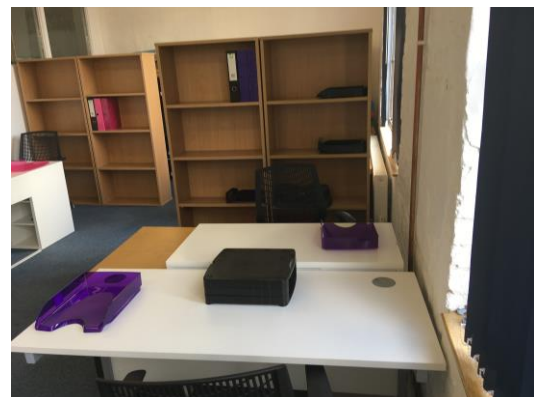
Kitchenette



Showing all four desks



Showing two of the desks



Showing the other two desks

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.

Costs

Rent: Price per desk £200 a month; with some storage included (shelves, potentially a couple of storage boxes elsewhere on the floor). Price includes use of meeting room/ kitchen/bathrooms, electricity, heating and cleaning.

Internet: you can use our internet - we would charge a % of total usage. We work out the total full-time hours at Making Music and at your organisation and then charge monthly for your proportion. 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 people maximum, though mostly just one

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 (i.e. not socially distanced) 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..

Who to contact if interested?

Please email barbara@makingmusic.org.uk to set up a call, Zoom or site visit.

7 June 2021