



**bedford
i-kan**

*The home of
new business
in Bedford...*



01234 245520

www.bedfordi-kan.co.uk

Bedford i-Kan

Bedford i-Kan is a vibrant, flexible and very affordable community for start-up and growing businesses. Located in the heart of Bedford, i-Kan is a thriving business Incubation Centre, providing access to high quality networks and support.

We provide you with virtual tenancies, hot-desking facilities and fully furnished offices. We can handle your mail, provide phone services and look after your meetings. We also work to deliver Business Support Services on-site to make this the home for new business.



The i-Brand

Partnering i-Kan is the Bedford i-Lab and i-Create; together they provide high quality business environments for a wide range of business needs.



Bedford i-Lab

This is the destination of choice for entrepreneurs looking for a base to grow their innovative business and ideas. Located in a prominent position at the gateway to Bedford's most prestigious business setting, Priory Business Park.

Bedford i-Lab has tremendous commercial presence, with office space for up to a 20 person strong business.

01234 834567 www.bedfordi-lab.com



Bedford i-Create

A complex of seven studios, available primarily for visual artists who are developing their work in the context of contemporary practice. The aim is to provide a supportive environment for artists to develop and grow their practice in Bedfordshire.

All studios have natural light and range from 100ft² to 255ft². This development is one of a number of initiatives which Bedford Creative Arts is involved in which aim to develop a strong local arts programme and a range of opportunities for people to both develop their careers as artists and also to experience and take part in a lively creative culture.

01234 818670 www.bedfordcreativearts.org.uk

Virtual Tenancy

We think we know the score. You are a perfectly happy little business and working from home is suiting you just fine. The commute is easy and the fridge is usually pretty well stocked. Only thing is, you don't really want to use your home address for all your correspondence, and having to stay in all day to sign for that delivery is sometimes a real pain.

We have a solution. Our virtual tenancies are just that; the convenience of having a separate business mailing address, plus someone available through the day to take deliveries so that you can get on with running your business. You can then either pop in and pick up your mail when you're in town, or let us send it to you when it's convenient.

All of our virtual tenants can also enjoy special rates on the hire of our business lounge, perfect for presenting you and your business in a professional light. There's free tea and coffee plus, and it's a big plus, a huge 60" plasma screen for showing off websites, presentation, holiday photos etc.



Virtual Tenancy	£30 p/m
Optional 01234 phone line	£10 p/m
Meeting Room Hire	Discounted Rates

Hot Desks from £100 p/m

Our hot desking package is perfect for those who might work on the road, or from home, but need the option of a proper office environment on a regular basis.



Our comfortable hot desk room is equipped with ethernet and wifi connectivity and the workstations also have a multi-user phone system, so that you can log into your optional phone line to make and receive calls.

Free hot drinks are available all day and there is a small but well equipped kitchen available.

Meeting Room from £15 p/h



Our ground floor lounge is available to hire on an exclusive basis. The room has a 6 seated meeting table as well as more informal seating for 8.

With prior notice, and only for all day bookings, the room can be reconfigured to accommodate a larger 8/10 seat table in place of one of the sofas.

The room is equipped with a 60" plasma linked to a wireless PC for presentations etc and, of course, is WiFi enabled.

Offices from £250 p/m

We have a small number of self-contained, fully serviced offices, ranging from 67ft² to 236ft². Suitable for between 1 and 5 people, each room comes fully equipped with furniture and PCs.

Ground Floor

Office G2 is located to the rear of the building and has level access from the street and can comfortably accommodate two workstations.

First Floor

The first floor is home to most of our self-contained offices.

Room F1 is a 3 person space with views to the rear of the building.

Room F2 will comfortably fit three workstations. The room has views across Mill Street to the Bunyan Church and gardens.

Rooms F3 and F4 are single person spaces, again with views over Mill Street.

Room F5 is a dual aspect 3 person space with views across and along Mill Street. These twin windows make this a very desirable office.

Finally, for this floor, **Room F6** is a good size 5/6 person office with views to the rear of the centre.

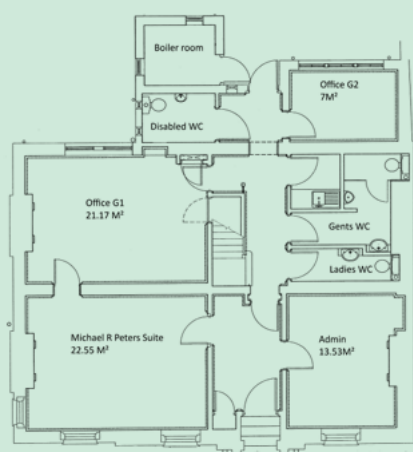
Second Floor

The final two offices are situated on our second floor, along with the building's second kitchen.

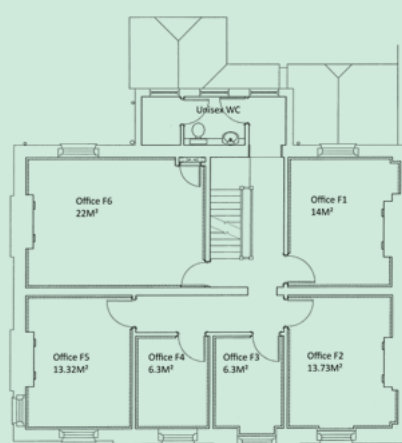
Room S1 is a 2/3 person space with a dormer window view to the east. The room has a sloping roof, so this needs to be considered when planning workstation positions.

Room S2 is our largest office space, suitable for 5/6 workstations. The room is air conditioned and has dormer windows in both the east and west aspects. This room also has a sloping roof so, again, this would need to be considered when planning your office.

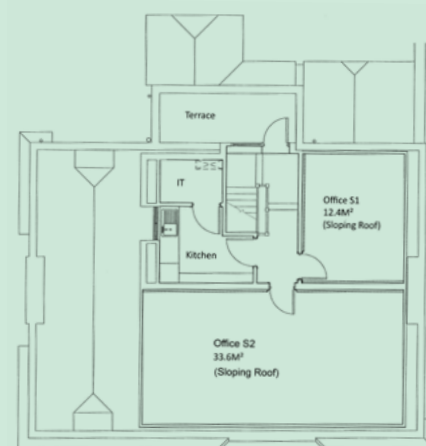
Ground Floor



First Floor



Second Floor



Summary



Terms

- Easy In/Easy Out terms – we request only one calendar month's notice for termination of your tenancy;
- Deposit required equivalent to one month's payment;
- Rent payments via Direct Debit;
- No hidden costs or set up fees.

Prices

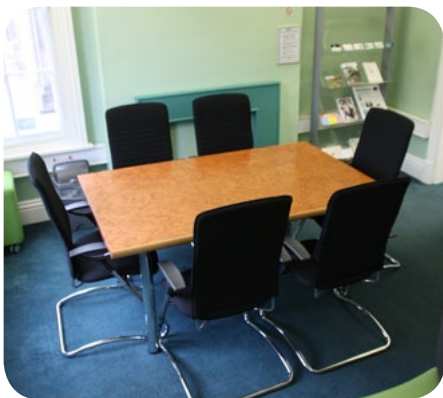
Prices quoted include Rent and all of the following for office space:

- Building Facilities;
- Heating, lighting, electricity and water use;
- High-speed broadband internet access;
- MITEL digital telephone with dedicated lines;
- Maintenance and support of all mechanical, electrical and IT services;
- Full security - including CCTV;
- Business rates.



Tenant Building Services

- Manned Reception Facilities;
- Incoming post sorting and outgoing post handling;
- Reception area;
- A selection of free hot beverages;
- Cleaning of all communal, external areas and toilets;
- Standard and recyclable rubbish removal from the site.



Additional Services *(discounted charges apply)*

- Office services (fax, photocopying and reprographics etc);
- Franking and postage account services;
- 24/7 building access (not available to virtual tenants);
- Meeting room with presentational facilities.
- Networking events and seminars;
- An on-site, secured car park with allocated parking spaces.



How to find us

Located in the centre of Bedford

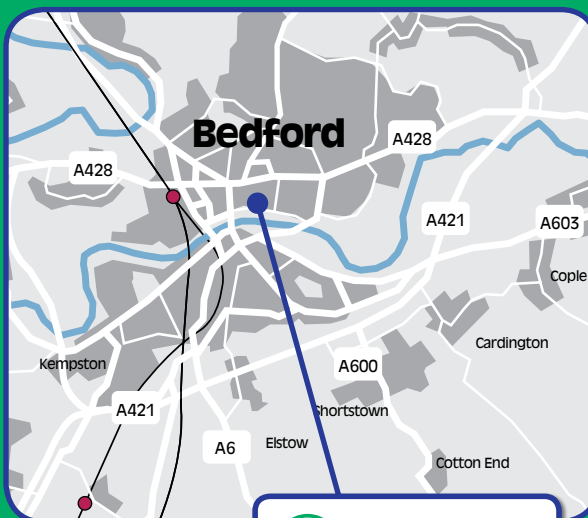
38 Mill Street
Bedford MK40 3HD

Road: M1, 20 mins (10.6 miles); A1, 15 mins (8.1 miles) via car

Rail: Bedford Railway station, 10 minute walk; 5 minute via car

London St. Pancras International, 35 minutes

Air: London Luton Airport Parkway, Rail 20 minutes; Car, 25 minutes



+52° 8' 14.06", -0° 27' 53.87"

Application Form

Business Details

Title Forename Surname

Address & Post Code (business or home)

Name of Company

Registration Number

Description (please briefly describe the nature of the business to be based at Bedford i-Kan)

Start date of this business

Business Phone Number

Mobile Phone Number

Email Address

Web Address

Tenancy Options (subject to VAT at the prevailing rate)

- | | | |
|---------------------------------------------------------------------------------|-------------|--------------------------|
| Virtual Tenancy | £30 p/m | <input type="checkbox"/> |
| Hot Desk (unlimited use of Bedford i-Kan office hours, 9am to 5pm) | £100 p/m | <input type="checkbox"/> |
| Hot Desk (unlimited use of Bedford i-Kan anytime, £150 deposit required) | £150 p/m | <input type="checkbox"/> |
| Full Serviced Office Office No. _____ (deposit required) | £ _____ p/m | <input type="checkbox"/> |
| Car Parking Space x1 £70 per month, No. of Spaces _____ | £ _____ p/m | <input type="checkbox"/> |
| Additional Phone Line | £10 p/m | <input type="checkbox"/> |

Declaration

I apply for this service subject to Bedford i-Kan's terms & conditions (as incorporated in this application form)

Name

Signature

Date

On behalf of Bedford Borough Council; which in this agreement and in the terms & conditions is referred to as 'Bedford i-Kan'

Name

Signature

Date

Start Date

Business

High quality, professional image projected to your clients

Community

An integrated community of likeminded people
in one building

Space

High specification offices, offered for a simple,
all inclusive fee

Services

Meeting rooms and business services all on one site



Bedford i-Kan
38 Mill Street
Bedford
MK440 3HD



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01234 245599



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@bedfordikan



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