**Innovation Warehouse**

Business Incubator Unit Application Form

Dover Big Local are making available to start-up businesses & existing micro businesses (less than 6 employees) workspaces in the Innovation Warehouse, Stembrook, Dover.

These spaces can range in size from 2 desks (approx. 10sqm) to 6 desks (approx. 30sqm) – a number of equivalent maker/artist spaces are also available.

**Conditions of Use etc.**

All agreements will be on a rolling 1-month licence (i.e. easy in easy out).

We reserve the right to offer longer arrangements (see below).

We reserve the right to change pricing subject to 1 months’ notice in writing.

We will provide all furniture, though you can provide your own with our prior consent.

If you make or sell products, you will be responsible for product liability and we will need to see details of your valid insurance agreement (see form below) – note certain products may also require BSI certificates, it is your responsibility to obtain these if required.

Sadly due to practical considerations, we cannot provide space to businesses that involve cookery or the use of noxious or dangerous chemicals or processes.

We accept no responsibility for the security of your stock, equipment or valuables on the premises and advise that you obtain adequate insurance.

Secure lockers can be hired to accommodate valuables and computer equipment; secure storage for larger items or stock can be arranged on request.

Free to use broadband is supplied, this is on a fair use basis and we reserve the right to charge for excessive use.

Whilst we provide a basic firewall on our line, it is your responsibility to ensure your computer equipment is secure from viruses, malware etc. and is used in compliance with the law etc.

We can provide guidance on setting up computer equipment securely – note we have no affiliation to any provider whose product we may recommend.

We provide free to use printing, both colour and monotone, this is provided on a fair use basis and we reserve the right to charge for excess use.

We aim to provide regular training sessions, masterclasses, seminars and coaching and mentoring that are free to tenants.

**Indicative Costs (*may be subject to change*)**

|  |  |  |  |
| --- | --- | --- | --- |
| Space | 1 month | 3 month deal | 6 month deal |
| 1-2 desks (c10sqm) | £80 | £216 | £385 |
| 2-4 desks (c20sqm) | £155 | £411 | £730 |
| 5-6 desks (c30sqm) | £290 | £780 | £1387 |

If you are interested in being considered for a space please complete the information below:

|  |  |
| --- | --- |
| Business Name |  |
| Nature of business |  |
| Are you a social enterprise? | Yes | No |
| If Yes what is your social remit |  |
| When started |  |
| Date of latest accounts (please supply a copy) |  |
| Current number of employees |  |
| What size space do you want? | 1-2 desks | 3-4 desks | 5-6 desks |
|  |
| Will you want to sell to the public from this space? | Yes | No |
| Will you need secure storage for products/stock? | Yes | No |
| If you manufacture or sell products, please provide details of your product liability insurance | Insurer | Amount Insured | Policy start date |
|  |  |  |
|  |
| Contact Name |  |
| Contact Telephone Number |  |
| Contact e-mail address |  |
| Current contact/business address |  |
|  |
| Any additional information you would like to provide in support of your application |  |