



Lisburn Enterprise Organisation Ltd.

**Lisburn Enterprise Organisation Ltd
Enterprise Crescent
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INTRODUCTION

The City of Lisburn, with a population of 113,600 and a history of industrial and commercial success, is one of the fastest-growing, most competitive regions in Northern Ireland. Lisburn Enterprise Centre is well positioned for cross border logistics, benefits from modern industrial premises, a strong local supply network, a skilled local workforce and first class business support services and investment aftercare.

Lisburn Enterprise Organisation (LEO) manages a portfolio of 85,000 sq ft high quality mixed office and commercial / industrial units ranging in size from 200-3,000 sq ft. The Enterprise Centre offers an ideal location for new and developing businesses situated 15 minutes from Belfast city centre and 90 minutes from Dublin.

Lisburn Enterprise Organisation is committed to giving businesses the most comprehensive business accommodation package including:

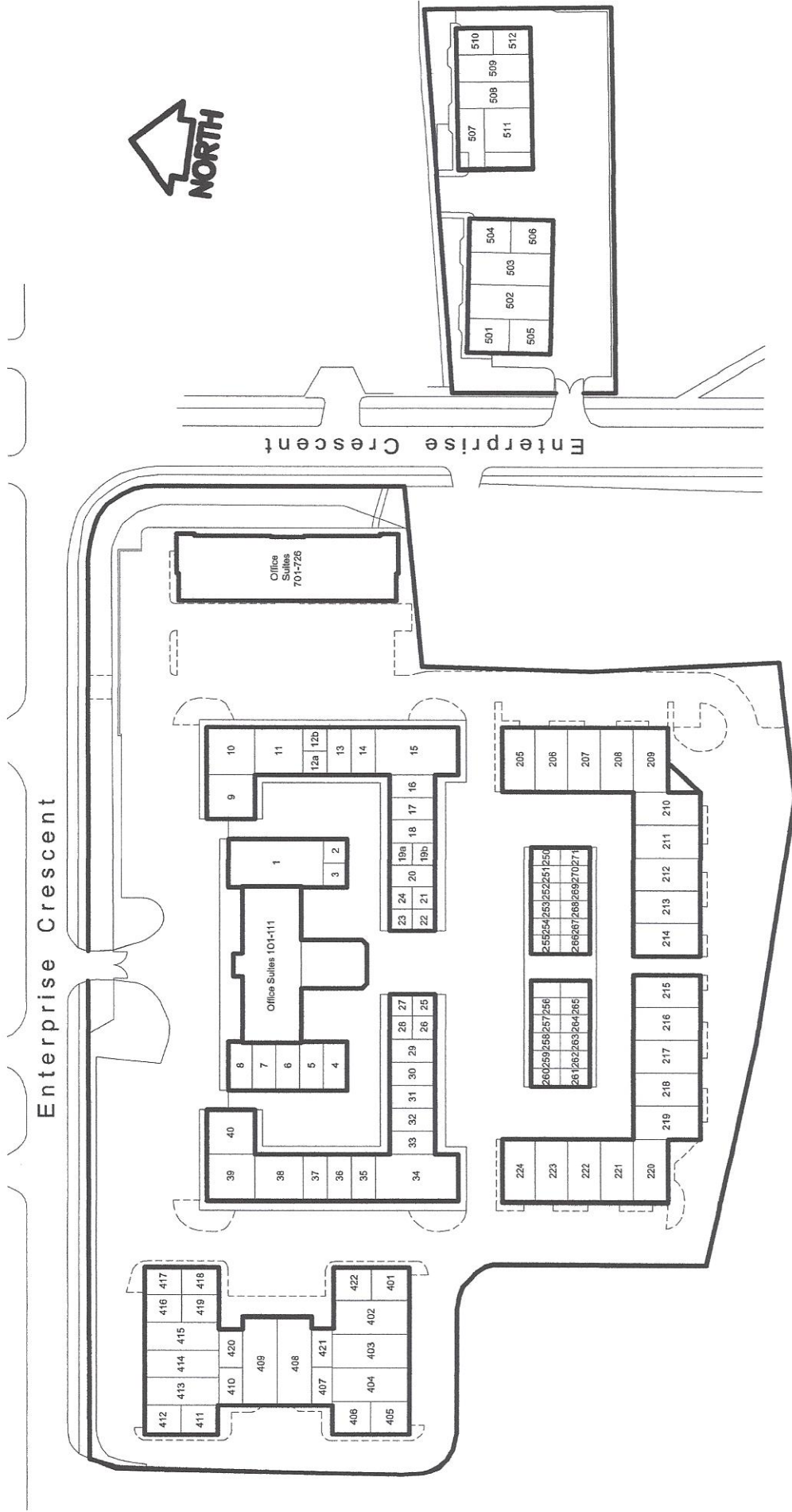
- **Competitive rates**
- **Flexible unit sizes**
- **Adaptable units to suit a range of purposes**
- **Monthly licence – no long term commitment**
- **24 hour access**
- **On-site waste compaction and disposal**
- **Reception Facilities**
- **Mail Services**
- **Secure site with full security system**
- **Free on-site car parking**

Businesses onsite can also avail of a variety of secretarial services, including a telephone answering service, and meeting & conference facilities at competitive rates.

Companies locating in the Enterprise Centre not only avail of high quality, purpose-designed accommodation that offers short-term licences, but also benefit from the extensive range of Business Support Services provided by LEO.

Lisburn Enterprise Organisation is a registered charity managed by a Board of Trustees.

Contact LEO on 028 92661160 to discuss your individual requirements or email: centre@lisburn-enterprise.co.uk.



WORKSPACE UNITS – PHASE I, II, IV & V

Units range in size from 200 sq ft to 3000 sq ft. We currently have 118 individual units suitable for both light industrial, service and office based businesses. At any one time there are up to one hundred businesses trading from the Enterprise Centre in a range of industry sectors.

All units are self-contained and have their own access doors (roller shutters are standard for units in excess of 1,000 sq ft. Units below this size feature double doors which facilitate the use of a pallet truck).

The fit out of these units is a standard shell finish, however, on occasion we do have units that have amendments made by previous occupiers – these can include mezzanine floors, partitioned office spaces, PVC frontage etc. Contact us with your particular requirements.

Terms & Conditions

Units are offered by way of a monthly licence. This means that the period of notice required to vacate a unit, irrespective of the length of time that unit has been occupied, is never longer than 30 days. This reflects the ethos of Lisburn Enterprise Organisation which has been established to promote enterprise and support small business development.

Licensees will be required to provide references and details to enable a credit check to be undertaken. Please note for the purposes of preventing money laundering documentation proving identification is required from the named licensee.

The licence fee is collected by monthly or quarterly direct debit (depending on the unit/office size). A deposit equivalent to one month's licence fee is taken at the outset of the licence period and retained until the unit is vacated. This is refundable in full provided all obligations to LEO as the property owner have been met.

Consent must be obtained before making any alterations to units and full adherence to building control regulations is expected.

Insurance

Licensees are required to have up to date public liability insurance.

Licence Fee

Typical Unit Size	Annual Price per Sq Ft	Monthly Licence Fee	Quarterly Licence Fee
200 sq ft	£6.48	-	£324.00 + VAT
250 sq ft	£6.48	-	£405.00 + VAT
500 sq ft	£6.48	£270.00 + VAT	-
1000 sq ft	£6.48	£540.00 + VAT	-
1500 sq ft	£5.25	£656.25 + VAT	-
2000 sq ft	£4.63	£771.67 + VAT	-
4000 sq ft	£4.52	£1506.67 + VAT	-

Utilities

Workspace Units are individually metered for electricity (single phase and three phase depending on the size of the individual unit) and cabled for telephone connection. A natural gas supply is also available in most units. Each licensee arranges supply directly with their preferred utility provider.

BT Infinity/Superfast Broadband is also available within the centre.

Water & Sewerage Charges

Lisburn Enterprise Centre is served by a number of metered water and sewerage mains and this charge (which varies from year to year) is apportioned across all licensees on the basis of square footage occupied. This charge is collected quarterly in advance by direct debit. Actual charges are reconciled against money collected on account each year.

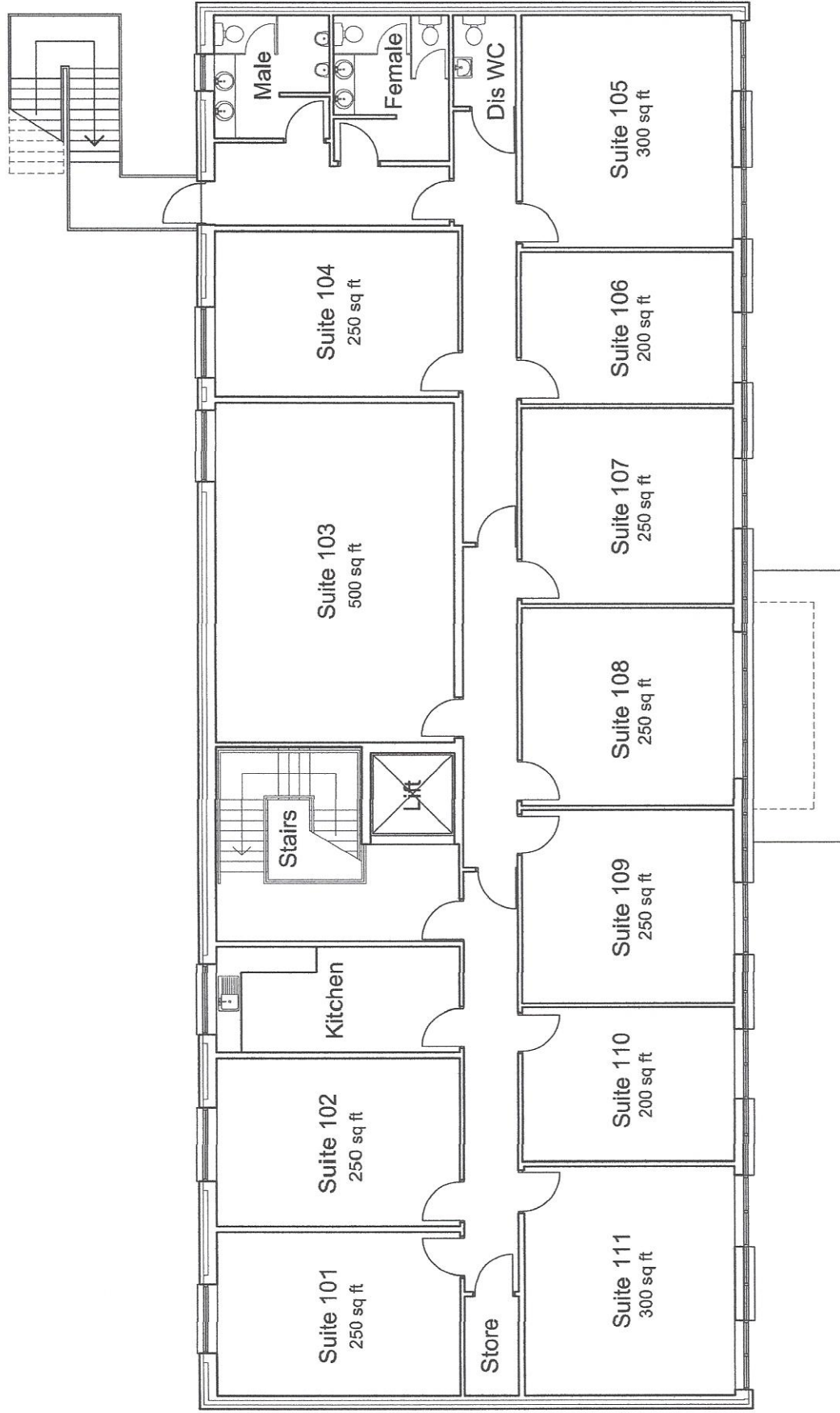
2018/19 expected charges are as follows:-

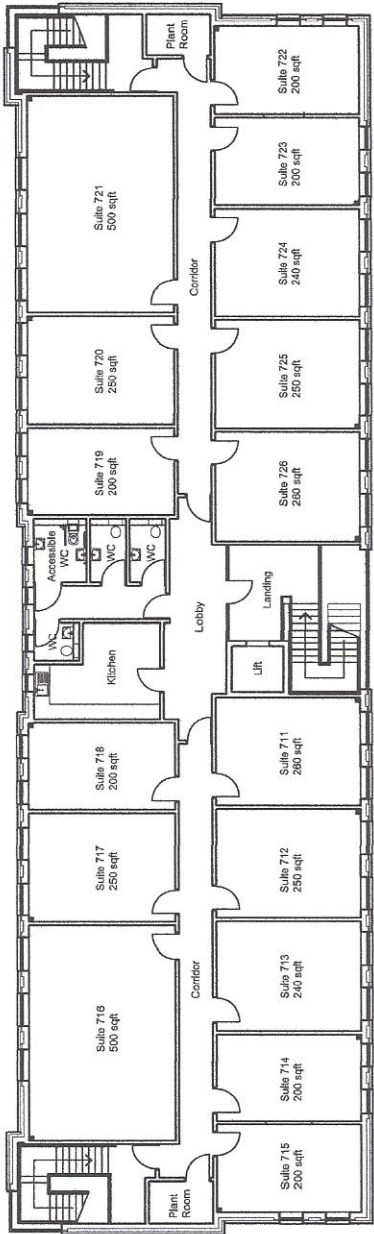
Unit Size	Annual Charge	Quarterly Charge
	0.03720258	
200	£7.44	£1.86
250	£9.30	£2.33
350	£13.02	£3.26
500	£18.60	£4.65
1000	£37.20	£9.30
2000	£74.41	£18.60
3000	£111.61	£27.90

Rates

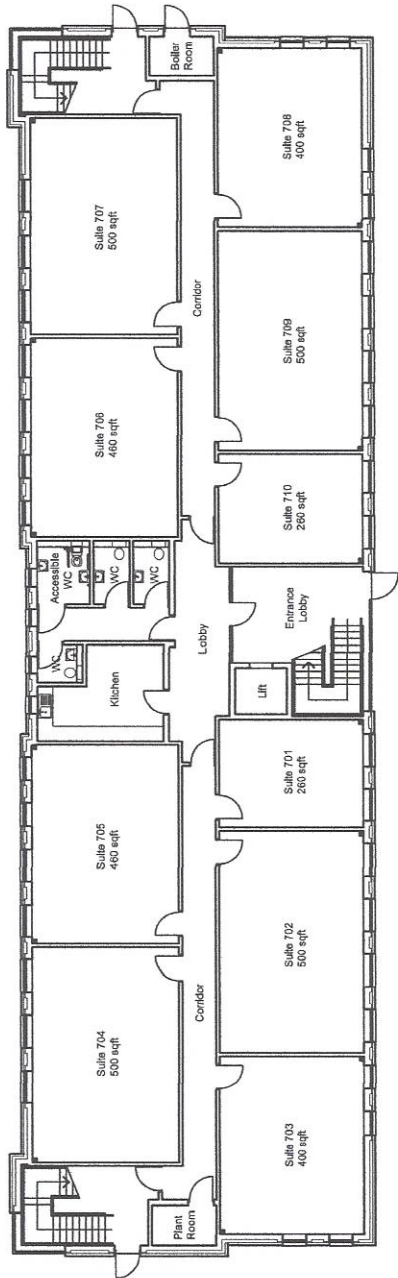
Rates are payable directly to Land & Property Services NI – average figures are provided below for reference only. These figures include the Small Business Rate Relief Discount. More accurate figures can be obtained from the Rates Calculator www.lpsni.gov.uk

Unit Size	Typical NAV	Approx Annual Rates 2018/19
200 sq ft	£1,100	£611
250 sq ft	£1,350	£750
500 sq ft	£2,750	£1,528
1000 sq ft	£5,550	£3,025
2000 sq ft	£11,400	£6,335





First Floor



Ground Floor

PURPOSE BUILT OFFICE ACCOMODATION – ENTERPRISE HOUSE

Offices range in size from 200 sq ft to 500 sq ft. We currently have 36 individual purpose built offices suitable for a range of uses.

Each office features the following:-

- Air Conditioning ceiling mounted cassette units for independent heating and comfort cooling
- Recessed Lighting designed for VDU environment
- Single phase electricity
- Telephone, data cabling and local communications cabinet
- Fully finished and carpeted suites
- Electronic security
- Shared Kitchen Facilities
- Shared Toilet Facilities

Terms & Conditions

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Insurance

Licensees are required to have up to date public liability insurance.

Licence Fee

Typical Office Size	Annual Price per Sq Ft	Monthly Licence Fee	Quarterly Licence Fee
200 sq ft	£12.50	-	£624.99 + VAT
250 sq ft	£12.50	£260.42 + VAT	-
300 sq ft	£12.50	£312.50 + VAT	-
410 sq ft	£12.50	£427.08 + VAT	-
465 sq ft	£12.50	£484.38 + VAT	-
500 sq ft	£12.50	£520.83 + VAT	-
505 sq ft	£12.50	£526.04 + VAT	-

Utilities

Offices in the main office building are individually metered for electricity and billed monthly. Electricity costs for offices in Phase 7 are apportioned across all licensees on the basis of square footage occupied and billed monthly.

Air conditioning/heating usage is individually metered and billed monthly.

Each licensee arranges supply directly with their preferred utility provider for telephone/internet.

BT Infinity/Superfast Broadband is available in this area. Offices in the Phase 7 building have fibre installed into the comms. cabinet located in each suite.

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Rates

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Office Size	Typical NAV	Approx Annual Rates 2018/19
200 sq ft	£1,250	£695
250 sq ft	£1,600	£889
300 sq ft	£1,900	£1056
500 sq ft	£3,500	£1,945

SECRETARIAL & ADMINISTRATION SERVICES

Word Processing

The LEO Administration team can offer assistance with everything from letters and memos to reports, journals or complete procedure manuals. Staff is fully conversant with all Windows packages and can supply a professionally finished document on plain paper or the client's own letterhead.

Word-Processing A4 Double Line Spacing	£1.75 per page
Word-Processing A4 1.5 Line Spacing	£2.00 per page
Word-Processing A4 Single Line Spacing	£2.50 per page
Curriculum Vitae	£3.00 per page

Data Management

The creation of databases and spreadsheets ready for mail merge or record keeping purposes.

Presentations

Clients needing to deliver a lecture or a presentation can rely on the LEO Administration team to produce A4 overheads, handouts or Powerpoint slide shows provided on floppy disk, CD or by email.

Mailshot Letters, Labels etc.

Staff can provide the letter, print and prepare for posting (individually addressed if necessary or with labels), fill envelopes and mail on behalf of the business client.

Data Entry (Customer details - per record)	£0.15 - £0.25
Envelopes	£0.10 - £0.20
Inserting (per hour)	£12.50
Postage	1 st Standard / 2 nd Standard

Fax, Copy, Scanning & Email Services

For those individuals who do not have access to the above facilities, the Administration team can provide a while-you-wait-facility for the receipt and sending of faxes and emails and also photocopying, black and white copies up to A3 size.

Photocopying	On account	10p per copy
	Service	15p per copy
Fax	Incoming & Outgoing	50p Per Page
	Second and subsequent pages	25p Per Page
Scanning		35p Per Page + £1.00 transfer to Disc - Discounts available for Bulk Documents

Laminating and Binding

Laminating available from business card to A3 size. Comb binding also available.

Binding	£3.00 per Report	
Laminating	A3 Sheet - £2	A4 Sheet - £1

Postal Service

A comprehensive range of postal services (including the receipt and dispatch of parcels & mail) are offered at franking charge only.

VIRTUAL OFFICES

Controlling costs is a key factor for all businesses, especially during the start-up phase. Of equal importance is creating and maintaining a professional image. LEO's virtual office packages offer effective and affordable solutions.

Our Virtual Office service '**Enterprise House**' will give you and your business a professional mailing address and a dedicated telephone number answered in your business name. All messages will be forwarded to you via email or text at no charge.

The benefits to you:

- Consistent and professional image for your business
- Regain your home and privacy
- An answering service 9 am – 5 pm, freeing up time to complete work
- Additional support and business services available if required, photocopying, faxing, binding and laminating

Telephone Answering Service

LEO's Administration team provide a friendly and effective telephone answering service guaranteeing client businesses a professional image. Unique telephone numbers are supplied for use on business stationery, vehicle livery etc. Messages are forwarded via email and text.

Business Address

A prestigious commercial address creates a professional impression and offers credibility for businesses being operated from residential premises. Clients can use an Enterprise House address on all official correspondence and have mail and faxes directed here. This mail is either held for collection or forwarded at cost of postage.

Virtual Service	Price per month
Telephone Answering Service	£30.00 + VAT
Business Address Service	£30.00 + VAT
Combined Telephone and Mail Service	£50.00 + VAT

Contact us on 028 92661160 to discuss your individual requirements or email: centre@lisburn-enterprise.co.uk.

MEETING & CONFERENCE FACILITIES

Lisburn Enterprise Organisation has excellent, state of the art facilities ideal for conferences, meetings, seminars and training workshops.

Facilities include:

- **State of the Art “SMART Board” for Powerpoint presentations with remote ‘mouse’ (additional charge)**
- **Internet access**
- **Audio system**
- **Whiteboard and flip chart with pens**
- **OHP available for conventional slides**
- **Air conditioning**
- **Fully accessible for wheelchair users**
- **Break out rooms**
- **Refreshment area**
- **Range of catering options**
- **Receptionist available by arrangement**
- **FREE parking**

Room Type	Capacity	Full Day 9am – 5pm	Half Day 9am – 12.45pm or 1.15 pm – 5pm	Hourly Rate
Conference Room 1 & 2	85 theatre style	£180 non licensees £150 licensees	£95 non licensees £80 licensees	£30 non licensees £25 licensees
Conference Room 1 or 2	30 theatre style	£120 non licensees £90 licensees	£65 non licensees £50 licensees	£20 non licensees £15 licensees
Meeting Room	6 – 8 at meeting table	£70 non licensees £50 licensees	£40 non licensees £30 licensees	£12.50 non licensees £10 licensees
Board Room	8 – 12 at board table	£80 non licensees £60 licensees	£45 non licensees £35 licensees	£15 non licensees £12 licensees