



The Rising Tide Business Centre

35, 36 & 39 South Street, New Ross, Co. Wexford.
www.risingtidebusinesscentre.ie

Key Information for Licence Holders of Serviced Offices:

New Ross Properties act as management for The Rising Tide Business Centre. Please note our contact details listed below. If you need any assistance or have any issues please contact us.

The Licence Agreement

The use of the fully serviced office space within The Rising Tide Business Centre is by way of a licence agreement. By signing the licence agreement you agree to adhere to the terms set out within the licence. Please contact us if you have any queries in this regard.

Deposit

A deposit equivalent to one month's licence fee is required.

Term

The licence is a rolling monthly agreement which can be ended by the licence holder giving New Ross Properties two week's notice in writing of your intention to leave.

Licence Fee

The licence fee is to be paid at the start of every calendar month and in all circumstances to reach New Ross Properties no later than the 7th day of the month. Failure to abide by this rule will result in immediate termination of the licence agreement and an immediate request by New Ross Properties to vacate the premises.

The licence fee permits monthly use of the allocated fully serviced shared or private office.

To ensure uninterrupted and committed provision of services New Ross Properties pays for most of the services provided to the licence holder in advance. For this reason the payment terms for the licence fee are very strict. We ask that you respect this as a primary condition of your use of The Rising Tide Business Centre.

Heating and Lighting

The energy usage for heating and lighting is included in the cost of your licence fee. This is subject to fair and normal usage and may be metred at any stage.

We request that you adopt energy efficient practices within your office and are happy to advise you in this regard.

Cleaning

Office bins are emptied once a week (Saturdays) and the offices get a light dust / Hoover.

Please let us know in writing if you do not want to avail of this service.

If you would like your office to receive a deep clean please let us know and it can be arranged for an additional charge.

Office Furniture

We provide basic office furniture to meet your needs, such as desks, chairs, filing cabinets.

An inventory of furniture is recorded on your licence agreement.



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Check Out

The deposit will be returned after the office inventory and condition has been checked by New Ross Properties. All keys will also need to be returned.

Keys, Door Codes and Building Access.

You are only permitted to pass keys or door codes to persons listed as company employees or staff whose names have been given to The Rising Tide Business Centre.

There are bells at the front door which connect to your office. You can speak to the person via the handset and then open the glass security door in the lobby from your office. IF the main outside door is locked you will need to go downstairs to let them in.

The outside doors are only open from 9am to 4.30pm on week days. Outside of these times they must remain locked.

Car Park

There are limited car parking spaces available at the rear of 35 South Street. Please let us know if you are interested in one. The current charge is € 25 per calendar month.

Postal Address

Post boxes are located in each of the buildings.

Please include the name The Rising Tide Business Centre in addition to the building number when giving your new postal address.

If you need further clarification in this matter please contact us directly.

Shared Facilities

These areas include, kitchens, bathrooms, showers, outdoor decking and circulation areas.

Please be mindful of other users and respectful of the shared facilities.

If you experience issues with any of the shared spaces please let us know.

Broadband

High speed broadband is available throughout all the buildings. Connection points are available in each office.

Insurance

It is a requirement that all office holders must have their own Public and Employers Liability Insurance. If you need assistance in this regard we are happy to direct you to our insurance brokers. If requested you may need to furnish us with a copy of your insurance policy.

New Ross Properties or The Rising Tide Business Centre accept no responsibilities to any damages or losses that occur on the premises.



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Flexible Office Space

Please do not hesitate to contact us if you find that your business needs a larger or smaller space or if your business needs to take a break from a full office.

Supplementary use of hot desk facilities.

If you have a sporadic or sudden requirement for additional staff a hot desk may provide the solution. All office holders are eligible for a 50% discount in the advertised rates for hot desks.

However, please be aware that the usage will still need to be booked in advance and that the room is only available between 9am and 5pm Monday to Friday.

Conference Room and Meeting Room

These are available to office holders at a discounted rate when booked in advance for meetings, interviews etc. If the rooms are used to hold events which people pay to attend then full rates apply.

Bookings can be made on the website www.risingtidebusinesscentre.ie

Where the rooms are booked with the chamber one day in advance (subject to certain conditions and availability) there is no charge for office holders. These bookings cannot be made on line and need to be done directly with the chamber.

Promotions

We are aware that promotion can be a big issue for start-up businesses and entrepreneurs. If you would like to use any of the facilities or our online platforms for promotion we are happy to discuss all ideas with you.

Improvements

We welcome all suggestions for improvements within the Rising Tide Business Centre.