



OFFICE/WORKSPACE APPLICATION FORM

Your contact details:

Name: _____

Address: _____

_____ Post Code: _____

Home Tel: _____ Business Tel: _____

Mobile Tel: _____ Website: _____

Email: _____

Educational background:

If you are currently a student what are you studying? _____

Where are you studying? _____

About your business/creative activity:

Please describe your business idea/creative activity:

(attach additional sheet if necessary)

What is the current status of your business (ie considering/currently setting up/early stages of business etc)?

If you have set up a business, give date of establishment: _____

Name of business: _____

Are you a sole trader/limited company? _____

From where are you currently working? _____

Office/ workspace requirements:

Do you require:

Office Space

Workspace

Both

What is the intended use for the office/workspace? (Details of this will form part of the licence agreement):

What is your preferred workspace area size? (Please give a range):

For how long do you require office/workspace (Please circle):

- 1 week
- 2 weeks
- 3 weeks
- 1 month
- 2 months
- 3 months
- 6 months
- Longer than 6 months (please indicate how long)

When do you require the let to start? : _____

Will you need to be in the premises out of normal office hours?
ie. Monday to Friday 8.30am to 5.30pm

Will you require a key to the premises?

Other:

Where did you hear about The Nottingham Workshop?

PLEASE BE SURE TO INCLUDE THE FOLLOWING WITH YOUR APPLICATION

- Copy of relevant insurance documents
- Any relevant information, eg CV, in support of your application.

Signed: **Date:**

Please return your completed application to:

The Alison Hand
The Nottingham Workshop
247 Noel Street
Nottingham
NG7 6AR

For office use only:

Date application received:	
Application accepted/rejected:	
If rejected why:	
Applicant notified:	
Materials returned:	
Office/ workspace start date:	
Office/Workspace Area Allocated	
Rental amount and payment method:	
Deposit amount:	
Date deposit and rent received:	