

V22 Shoreditch

Co-working Space for Ethical Business

Frequently Asked Questions

What does a tenancy with V22 include?

Internet and Wi-Fi

V22 Shoreditch has hard-wired Ethernet connections, as well as access to Wi-Fi. Specific internet and telephony options are available at an additional cost.

Meeting Space and Showspace

V22 Shoreditch has a dedicated meeting space that seats 4-6 people. It is bookable in advance by all V22 Shoreditch tenants.

Tenants also have the option to book and hold regular events in our show space that seats up to 20 people. There is a small charge of £25 + VAT per hour for the use of this space, which increases if booked outside of office hours to £35 + VAT.

Printing/ Copying/ Scanning

V22 Shoreditch has a multi-function copier/scanner/printer for the use of the Office Manager. However, you can purchase printing credits for a small charge and use the printing facilities.

V22 Community

You will have access to the wider V22 community of artists, creatives, freelancers and entrepreneurs. You will be able to join the V22 Intranet, which is accessed via our website, where you can post messages on the message board, browse our directory of useful contacts, edit your personal profile and access a range of opportunities and events within the V22 Community across London.

Events

V22 Shoreditch will host a variety of events including film screenings, training events, presentations and coffee mornings. We would like to build a community of socially ethical organisations and enable tenants to meet and connect with our wider artistic community through our events programme.

What is the difference between a fixed desk and a flexible desk?

V22 Fixed: A fixed desk is an assigned workspace in a shared co-working area. With a fixed desk you are assigned a personal locker in which to store belongings, you have access to the meeting room (booking in advance is required), postal address and cheaper rates of booking the show space to run events. Two people are allowed to share a fixed desk tenancy but cannot use the space at the same time.

V22 Flexi: A flexible desk gives access to the desks available in the flexi-desk areas and use of the break out spaces. There is no need to book in advance of

your visit: you can come and go as needed and use any available desk in the flexi-desk areas. Desks are subject to availability. The flexi-desk areas have ample seating, work surfaces and access to power and Wi-Fi. You are able to use a locker designated to flexi-desk users but cannot leave personal belongings in the lockers overnight and use is available at the discretion of V22.

How do I arrange a viewing?

Viewings are arranged in advance in order to ensure availability. Please email deskpace@v22london.com to arrange a viewing.

Should you wish to join V22 Shoreditch, you will be required to attend an induction to the building before using the deskpace.

Do all tenancies begin on the 1st of the month?

Fixed and Flexi tenancy's begin on the day of your choice subject to the availability of the desk. V22 tenancy agreements are billed on a pro-rata basis for the first month with following regular payments to be made on the 1st of the month by standing order. All tenancy agreements will end on the last day of the month meaning licences that do not start on the 1st of the month may end just above or below the standard minimum of one month. This does not affect your right to give 30 days notice.

Before starting your tenancy we will agree the length of your licence term, with the minimum being one month and no maximum length of agreement.

What are V22 Shoreditch's opening hours?

V22 Shoreditch's serviced office hours are 9am to 5pm, Monday to Friday in which our Office Manager is present to solve any problems and answer any queries. All V22 Shoreditch Deskpace tenants have 24 hours access that enables flexible working.

Pet Policy

Pets are not allowed in V22 Shoreditch.

What if my company need phone service?

There is the option to install a phone line at your workspace for an additional cost. Speak to the Office Manager or email deskpace@v22london.com for more information.

How do printing credits work?

V22 Fixed tenancies include a monthly credit allocation that can be used for both colour and black and white prints and copies. After you have used your allotted printing credits, you are free to keep printing and copying at a small additional cost. V22 Flexi users can also purchase printing credits for use throughout your tenancy.

Credits do not rollover from month to month.

Can I add post and package handling?

A postal address service is included in a V22 Fixed tenancy. The Office Manager will accept mail and small deliveries on your behalf.

A postal address service is offered to Flexi desk tenants at a cost of £15 per month plus VAT.

How do I book the meeting space/ showspace?

The meeting space and showspace can be booked via the Office Manager or by emailing deskpace@v22london.com Please provide details of the date, time, number of attendees and use of the space and we will get back to you with confirmation of your booking.

Can guests visit me in my workspace?

Visitors can of course see you in the co-working space but access in excess of 3 people can only be arranged with prior consent from V22. Visitors will be required to sign in and sign out at reception, and you would need to meet them at the front desk and walk them out of the building.

Payment options

Payments are to be made by standing order through your bank to our V22 account. Any additional costs, i.e. printing or booking the showroom can be made through the Office Manager by our card payment system.

Is there a deposit for deskpace?

Both V22 Fixed and V22 Flexi tenancy agreements require a returnable deposit of £200. All deposits will be returned at the end of the tenancy on the condition that there are no arrears on your account and that there have been no breaches of the conditions of the tenancy.

When do I have to let V22 know I am moving out?

V22 requires 30 days notice in writing prior to ending your tenancy agreement. Similarly, V22 can give you 30 days notice for ending your tenancy agreement.