



The Community Room, Paprika House

Expression of Interest Questionnaire

Please submit your Expression of Interest and Business Plan (or any other supporting documents) online, by Midday, Wednesday 24th January 2024. (Please ensure this is in pdf format).

If you have any queries about the form, please contact Mark by phone or email.

Mark Healy
Community & Partnerships Officer

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Email: Mark.Healy@colchester.gov.uk

To progress your expression of interest for The Community Room, you are required to answer the following questions:

Please note that the The Community Room primary use should be for community purposes.

The lease will be on a Full Repairing basis subject to a schedule of condition and a rent of £1,500 per annum (see information pack for Terms).

Section 1 - About your Organisation and Management Team			
Name of Organisation:			
Are you a registered charity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Charity Number: (If applicable)			
Please explain the type of organisation you are i.e. Charity, Social Enterprise, Community Interest Company or Constituted Community Group			
Address:			
	Postcode:		
Who has completed this questionnaire?			
Person to contact about the form:			
Telephone Number:			
Email Address or Fax Number:			
Do you have specific communication needs?			

Please tell us about the aims of your organisation. (Please tell us what you were set up to do).

What are the main activities and services offered by your organisation?

**How many people are in your Management group? Tell us about their experience and skills.
(examples may include staff management, project management, accounting, etc.)**

What experience does your organisation have of leasing and managing buildings?

Section 2 – Explain your plans for the The Community Room as a tenant

How do you intend to use the building if you are granted a lease?

[illegible]

Explain how your activities and services will benefit the community of Colchester?

[illegible]

<p>Please describe the anticipated level of usage for the building in a typical week (hours per week, mornings, afternoons, evenings, weekends etc).</p>
<p>Section 3 – Lease, Financial and Managerial commitments</p>
<p>Please confirm that you are prepared to take on a Full Repairing lease, subject to a schedule of condition and a rent of £1,500 per annum (see information pack).</p>
<p>Please provide evidence of how you will;</p> <ul style="list-style-type: none"> a. Maintain the building for the term of the lease b. Pay all bills and service charges during the term?
<p>Is your ability to sign a lease for this building dependent on any external requirements, such as obtaining funding or any other conditions?</p>

