digital:glassworks Application Form

Creative Folkestone is taking applications for new office space at our landmark building complex digital:glassworks. We can accommodate digital and tech companies seeking to relocate to Folkestone as well as local businesses looking to expand. digital:glassworks can comfortably accommodate substantial companies with 50+ staff as well as hot desk, own desk and private office packages available for smaller companies, and sole traders.

Creative Folkestone believes in the power of creativity to transform people, places and communities. We are passionate about this and believe it will inspire others to be curious and imagine a changed future. For this reason we want all of our tenants to bring something to the creative environment in one way or another.

Before we can negotiate a lease with you, your application must be approved by our Committee.

Please provide all the information we request on the form, and by providing a maximum of 5 recent images and/or links to your work.

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| --- | --- | --- |
| **Name** | | **Date** |
| **Address** | | |
| **Phone** | **Email** | |
| **Website** | | |
| Are you applying for:  □ Office □ Own desk □ Hot desk | | |
| How many staff do you employ?  □ 20+ □ 15-20 □ 10-15 □ 5-10 □ 1-5 □ Self employed | | |
| Please briefly outline, how your business is digital/tech creative, give details about your work/business and how frequently you would be using the space. | | |
| Please give us an indication of how you will fit into our creative community, in terms of input and output. What do you expect your output to be in terms of turnover, sales, salary, royalties, published, aired, exhibited, commissioned, web visits, footfall, column inches or other, 5 being prolific and international, 1 being local and occasional. In terms of input; jobs created, attracting footfall, CF events, tenant support, community involvement, reputation, peer visits | | |
| Your creative output □ 5 □ 4 □ 3 □ 2 □ 1 □ 0  Please provide some details: | | |
| Your expected community input □ 5 □ 4 □ 3 □ 2 □ 1 □ 0  Please provide some details: | | |
| We require 1 month’s deposit and rent to be paid in advance by standing order. Please give us an indication of your monthly rental budget.  □ £100-£150 (hot desk/own desk) □ £250-£450 (small lockable office) □ £600  □ £1000 □ £1500 □ £1900 +  Do you have any special requirements?  What are your internet requirements?  We encourage tenants to participate in networking events throughout the year. Connecting Creatives is part of our Open Quarter event, it offers the opportunity for our community to showcase their work.  Please indicate that you would like to participate in Connecting Creatives □  Would you like to join the Creative Quarter mailing list? □ | | |
|  | | |

Equal Opportunities Monitoring Form

This information is for internal monitoring only. We appreciate your cooperation

Gender

Female

Male

51-65

41-50

31-40

26-30

18-25

Age

65 +

British

Irish

Welsh

Scottish

English

Nationality: Ethnic Origin

White:

Mixed:

Other (please state)

White/Black Caribbean

White/Black African

White/Chinese

Other (please state)

White/Asian

Asian, Asian British, Asian English, Asian Scottish, Asian Welsh, Asian Irish

Nepalese

Bangladeshi

Pakistani

Indian

Other (please state)

Black, Black British, Black English, Black Scottish, Black Welsh, Black Irish

Other (please state)

African

Caribbean

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, Chinese Irish

Other (please state)

Chinese

Do you consider yourself to be disabled?

No

Yes

Yes

No

Do you have a long term health condition?

□ 5 □ 4 □ 3 □ 2 □ 1 □ 0

How did you hear about Creative Folkestone?

Property Listing

Word of Mouth

Other

Social Media

Website