

A photograph of a rooftop terrace. On the left is a brick wall with a glass railing. In the foreground, there is a small round white table with four modern white chairs. Further back, another similar table and chairs are visible. A black metal railing runs along the edge of the terrace. In the background, there are other buildings, including a multi-story brick building and a modern glass-fronted building. A large green plant is visible on the left side of the frame.

The  
Circle

# Office Space Guide

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# Why choose The Circle?

Welcome to The Circle, a contemporary events venue and office space in the heart of Sheffield city centre. With contemporary, fully-equipped office spaces accommodating from 1 to 20 people, we're the the ideal home for your business, community group or voluntary organisation.



## **Flexible office space**

The Circle is a contemporary and accessible building combining flexible meeting rooms and office space. With plenty of natural daylight, opening windows and open-plan layouts, our offices can be adapted and personalised to suit your organisation's needs.

## **City centre location**

We are located on Rockingham Lane, just a stone's throw from lively Division Street and with easy access to the Sheffield Supertram and other public transport options. We also have an onsite bike park, with parking available at the nearby Q Park for a 50% discount.

## **Accessible building**

The Circle is an accessible building with three onsite disabled parking spaces, induction loop, and lift access to all floors.

## **A hub for the third sector**

The Circle is home to a diverse group of charities, community groups and creative organisations, making us a real hub for third sector organisations.

## Support the Sheffield community

The Circle is owned and managed by Voluntary Action Sheffield (VAS), a charity working to improve the quality of life for all of Sheffield's communities through voluntary and community action. By renting space with us, you are supporting charities and organisations working to create positive change in Sheffield.

# Our office spaces

We have a range of different office sizes, all of which can be adapted to suit your organisation's requirements.

Our prices are competitive and we offer a tiered pricing structure for private, statutory and third sector organisations, ensuring our offices are kept affordable for all.

The best place to find details and prices for our current vacant office spaces is on our website. This is updated as soon as spaces become available, and includes the date from which the space will be vacant, plus the square footage for each space, and the monthly and annual rent prices.

**[www.thecirclesheffield.org.uk/office-space](http://www.thecirclesheffield.org.uk/office-space)**

All of our tenants are provided with a standard lease, the terms and conditions of which are valid for 3 years. The length of the tenancy can be for any period from 12 months onwards.

Please note: there may be an option to negotiate an earlier moving in date than the one advertised but this is subject to the agreement of the outgoing organisation.

# What your rent covers

Your rent includes all the essentials, meaning you won't have to spend time sourcing separate services.

- Building access from 8am to 6.30pm, Monday to Friday. Earlier or later access times during the week can be also arranged for no additional charge.
- Business rates
- Loan of office furniture (subject to availability)
- Signage (for offices and building directories)
- Heat, light, power and water (water coolers are available in each kitchen and in the foyer)
- Buildings insurance
- Daily cleaning service and waste disposal
- Repairs and maintenance
- Building security (patrolled and alarmed daily)
- Personalised swipe cards and keys (to enable restricted access)
- Reception service (including postal collection/delivery)
- Promotion of news and events to other building occupants and to VAS's networks
- IT package, including telephone system with direct dial numbers and voicemail, broadband and high-speed WIFI internet, access to printer, scanner and photocopier, and technical support.
- Shared kitchen facilities & toilets on each floor

# Additional services and facilities

## Discounts on room hire

Tenants at The Circle get to up to 40% discount on the hire of our meeting and conference rooms.

## Parking and bike storage

Staff and visitors to The Circle get 50% discount on parking at the nearby Q Park on Rockingham Street. We also have an on-site bike park holding up to 14 cycles.

We have three on-site disabled parking spaces for visitors. These can be booked by contacting The Circle reception.

## Post services and franking

Every tenant at The Circle has a pigeon hole for postal deliveries. We also provide a postal franking service which costs less than the price of a stamp, and can sign for deliveries at reception.

## Weekend access

Need to complete an urgent piece of work in the office?



Access to your office can be arranged at weekends and on Bank Holidays with 72 hours' notice. The costs are:

- Weekends: £60 plus VAT
- Bank Holidays: £100 plus VAT

## **Additional swipe cards and keys**

We can arrange additional swipe cards and keys for a small charge:

- Swipe cards: £20 each
- Keys: £10 each

These charges also apply to replacing lost cards and keys.

## **Extra waste collections**

Having a big office clear out? We can arrange an additional general/mixed recyclable waste collection for £20 plus VAT.

## **Human Resource Service**

We have been working with non-profit organisations of all sizes for many years, and have experience in the full range of HR issues you might encounter. Our HR service offers practical advice and assistance, supporting you through processes such as employment contracts, recruitment, staff handbooks, policies, grievance and appeals, and more.

## Community Accountancy Service

Our Community Accounts team are specialists in providing year end accountancy and tax services to charities and not-for-profit organisations. They offer a professional and efficient service run by friendly and experienced staff, at competitive rates.

## Payroll Service

Our Payroll Service offers organisations a professional solution to meeting PAYE obligations. This service is ideal for organisations who don't have the capacity or expertise to operate a Payroll function in-house, or need to make the most of staff time by outsourcing payroll.

Services our Payroll team offer are:

- Monthly payslips for employees and a payment summary detailing all payments and deductions, including payments due to HMRC.
- Electronic filing of the Monthly Returns (FPS/EPS) to HMRC.
- P45 forms for leavers and P60 forms at year end for employees.
- Advice and support on all aspects of PAYE including registration with HMRC.
- Specialist advice and up to date information on legislative changes, budgetary factors and other related issues affecting employment.

# Building management

The building is owned and managed by Voluntary Action Sheffield. There is also a dedicated Circle Team who are there to look after the facilities and the people who use the building.

To contact the Head of Facilities, please email [r.west@vas.org.uk](mailto:r.west@vas.org.uk).

# Tenant responsibilities

Circle tenant organisations are responsible for:

- The safety of your staff in your own office environment. Tenant managers must carry out a risk assessment which includes fire safety of the areas they occupy, and which must tie in with The Circle's full Building Risk Assessment.
- Nominating fire wardens within your organisation, who will liaise with fire wardens from other organisations based on the same floor(s) to start evacuations.
- Making your own first aid arrangements. The Circle has an onsite defibrillator at Reception available to be used by all building users.
- The security of your own individual office(s) when not working in the office.
- Being available when your visitors arrive so that Reception can contact you.
- Informing the Reception and Facilities & Building Manager promptly of any repair issues which could cause a safety issue.
- A notice period of 3 months, should you plan to end your tenancy at any point.

# Green Initiatives

Here at The Circle, we are always striving to be more environmentally conscious, and to support our tenants with their green initiatives.

Here's what we're currently doing:

- We provide bins for mixed recyclables (recyclable plastics, glass, paper, card, tins) and encourage people to reduce their amount of waste.
- We encourage staff to conserve energy by turning off lights and electronic equipment when not in use, and to reduce paper consumption by storing documents digitally as much as possible.

We're always keen to hear ideas of how we can improve our environmental impact. If you have any suggestions, please get in touch: [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk).



# Our current tenants

The Circle is home to organisations from across the voluntary and creative sectors, making us a lively, interesting and dynamic environment to work in. Our current tenants are tackling issues ranging from food waste, to disability support, to youth homelessness.

The majority of our tenants are long standing and have helped to give The Circle its reputation for being a welcoming and friendly place. You can find more details about our current tenants by visiting our website.

**[www.thecirclesheffield.org.uk/current-tenants](http://www.thecirclesheffield.org.uk/current-tenants)**

# Contact us

If you would like to arrange a viewing of any of our office spaces, please email us: [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk)

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**The Circle**  
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**Sheffield**  
**S1 4FW**

**Email: [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk)**  
**Telephone: 0114 253 6600**

## Find us on social media

Facebook: [facebook.com/TheCircleSheffield](https://facebook.com/TheCircleSheffield)  
Twitter: @CircleSheffield  
Instagram: @voluntaryactionsheffield