

Duck in Boots



Duck Pod's Information Pack

Thank you for your interest in The Duck Pods. This pack contains the following information:

1. About Us
2. Why Choose Us?
3. Space
4. Acceptable Use
5. Terms & Conditions
6. Price List
7. FAQ's
8. Application Link

It is important that you read everything thoroughly to ensure you understand and are happy with the acceptable use, and all other terms and conditions, prior to completing your application.

ABOUT US

Duck in Boots is a growing, exciting retail brand which has been trading since 2017. Newly situated in a prime position in the heart of Sudbury town centre.

The multifunctional retail space has been designed to blend the creations of talented artisans alongside desirable retail products. This maximises interest and footfall, which is great for all involved.

As a collective of independent businesses, we fully understand the desire for premises and know the challenges of long-term leases especially if you run your business around other commitments. This is why we are very pleased to be able to offer self-contained units to further enable independent businesses to thrive with our flexible and affordable retail opportunities.

WHY CHOOSE US?

From experience, Sarah knows only too well the problems which sellers face: standing outside in the rain; long days behind a stall on a blustery day; relying on craft fairs and markets which are often expensive; and the absence of guaranteed footfall and takings. Whilst we cannot, of course, guarantee footfall and takings, Duck in Boots offers a space of your own in a high footfall

area, at a price you can afford, and we are confident that takings (and your profit) will reflect these benefits.

Sudbury is an excellent location for your business as it is a popular tourist destination as well as very centrally located between Cambridge, Bury St Edmunds and Colchester. It has plenty of FREE parking, a variety of independent and individual shops and businesses as well as museums and arts centres. It has beautiful accommodation and country parks and also is commutable by train.

The pods are perfect for a wide range of businesses from artists requiring gallery space, authors offering book signings, beauty services, consultants, crafters, photographers, F&B traders and so much more.

The pods come complete with lights, power and heating making them an all-weather solution to your trading needs. They are located in Sudbury town centre beside a popular bakery, opposite a popular free, large car park and just a short distance from the historic Market Hill and high-street.



Space

Each pod measures approx. 5.8m by 2.2m and has a door with an added width section if required.

They benefit from full height windows and easy to clean floors. There are ready installed twin slot (Aspect) posts ready for your choice of brackets, shelves and rails. Easy to install and remove making the space fully versatile.

There is space to create a display outside, space for a banner above the main doors (210cm by 31cm) and even space for seating.

Street food traders can set up outside of the pod and have seating and retail goods available inside.

We welcome joint applications if you would like to share space and the cost with another person. We can also help you find other businesses to share the space with. When applying you must specify all the businesses that will occupy the space or email us prior to the start of the

hire. This is because we only allow use to businesses that we have approved. We also now offer half pod bookings where you will be allocated a neighbor.

We invite anyone interested in space to come and view the spaces available prior to making a commitment.

Acceptable Use

We welcome applications from any business providing they meet with the following:

- 1) Do not sell/distribute, store, display anything illegal or that may cause offence. We also do not permit the sale of unethical products such as fur.
- 2) Further limitations include but are not limited to, flammable liquids, explosive or toxic materials etc. Second hand or handmade/altered electrical goods must be pat tested or have their plugs removed.
- 3) No cooking is permitted inside any of the premises.
- 4) Cooking by street food traders can be conducted outside the pod subject to obstruction, power use and any licences that may be required.
- 5) Food providers are responsible for their own registration, hygiene rating and any necessary licences required to trade. We may ask for copies.

FURTHER TERMS AND CONDITIONS

Signage, Display, Acceptable Behaviour and Advertising:

- 6) Any signage placed must not require any permanent fixture and can be removed without causing damage to any part of the property.
- 7) No smoking including e-cigarettes are permitted inside the spaces or any external areas on the site.
- 8) The use of stickers, glues, screws or other fixings are NOT permitted either inside or outside.
- 9) The installed Aspect system brackets have a maximum load of 50kg per shelf bracket.
- 10) You are welcome to bring your own shelves and rails for use on this system or we have a basic set up available to hire for £10 per hire period or £5 for a half pod booking.

Insurance:

- 1) Tenants are responsible for their own insurance, licences and any other legal compliance with regards to their occupation.
- 2) We recommend tenants as a minimum, hold public liability insurance.
- 3) Any accident or incident in relation to the tenant's occupation of the pod, remains the responsibility of the tenant.
- 4) The rent includes the landlords building insurance and public liability insurance for the site. Tenants are responsible for any other insurance including their own public liability in relation to their own operations.

- 5) Neither the landlord nor Duck in Boots can accept any liability for the security of contents on or off the premises. The space is used entirely at the risk of the person or persons hiring the space.

Damage & Deposit:

- 6) A £100 deposit is required at the time of booking and is fully refundable within 7 days of the end of the hire agreement should the property be handed back in an undamaged, clean condition and along with the keys.
- 7) Lost keys will result in a £40 charge taken from the deposit.
- 8) If the landlord or tenant terminates the hire and the space is returned in an undamaged and clean condition along with the keys, then any advance payment of the deposit made by the tenant will be returned within 7 days to the person who hired the pod.

Rent:

- 9) Rent is payable at the time of booking. Payment will be regarded as acceptance of these terms and conditions in full.
- 10) If you have a regular booking this can be invoiced monthly but you must pay in full for each booking no later than 4 weeks before your date of hire. Late payment may result in a loss of booking.

Access, Housekeeping & Facilities:

- 11) The key box code will be made available to you either by email or text message prior to commencement of the hire period. The key box is located on the walls near to the rear doors of the pods. The keys provided allow access to the front door of the pod and the staff toilet.
- 12) The toilet is not for public use.
- 13) The hired space is available from 6am on the first day of the hire and must be de-rigged and cleaned at the end of each consecutive hire period.
- 14) After locking up the front and rear doors, the keys must be returned to the key box outside (and the combination number scrambled) before 8pm on the last day of the hire.
- 15) Selling time is restricted to 8am to 6pm with the exception of Sudbury Light Switch On and other localised evening events such as Christmas Late Opening or other prior approval.
- 16) You must remove and correctly dispose of your waste. You must NOT leave it.

Application:

- 17) The landlord and Duck in Boots reserve the right to refuse hire without giving reasons.

Electricity & Heating:

- 18) Standard electricity use is included in your hire charge. This includes the plugging in of a singular charger cable for a mobile device such a phone, tablet or laptop.

- 19) Additional power usage will incur an additional charge payable in advance of the hire period.
- 20) Heating is included in the standard hire agreement as long as the installed heating system is used solely.
- 21) The heating and lights MUST be turned off at the end of each day.
- 22) If a tenant requires additional power other than that which is granted as standard, this will be charged at £10 per day and both notice of the requirement and payment is required in advance.
- 23) Electricity usage is monitored and checked prior to the return on any deposit. In the event additional power was used without prior agreement, this will be deducted from the deposit.
- 24) Standard Electricity use is expected to be below 30kw per day.
- 25) Each pod has a maximum of 35kw of receivable power at any one time. Tenants who overload the system will be liable for any damage/call out / or other work required to make good.

Cancellation & Date Changes:

- 26) If the tenant needs to cancel their hire agreement the following deductions will be made to rent monies paid in advance (excluding the deposit). Less than 3 weeks' notice, no refund will be applicable. Between 3 and 4 weeks' notice, 50% refund. Between 4 weeks' and 5 weeks' 75% refund. WE reserve the right to make deductions from the deposit in the event rent to cover any cancellation charge is outstanding.
- 27) If you need to change a date, there is an administration charge of £5 per booking.
- 28) If the landlord or Duck in Boots cancel the hire agreement prior to physical occupation, then a full refund will be issued.
- 29) Early termination of a hire period will not be eligible for a refund once the period has commenced.

Hire Limitations:

- 30) Generally a hire period cannot exceed 1 calendar month but a longer period may be granted with discretion.
- 31) Only businesses or items that have been approved by us, may be on site. Please ensure you have notified us of all businesses within your space as we will need to approve each individually. We reserve the right to terminate an agreement without refund and with immediate effect if we find an unapproved business or business operation on site. This could result in you being asked to leave the premises.

Final Points:

- 1) The hire of a pod for any period of time does not constitute a contract or commitment for ongoing supply. The landlord and Duck in Boots reserve the right to withdraw the availability at any time and no reason has to be given.
- 2) Subletting is not permitted.
- 3) Tenants must not produce or play sounds that could cause a nuisance to neighbours.

PRICE LIST

Prices below are based per pod. It is possible to hire both pods simultaneously and would be eligible for an additional 5% discount.

Payment is required in advance to secure your booking with the exception of regular bookings where dates do not exceed 3 weeks apart where we can invoice monthly by arrangement.

Memberships → Type/Period ↓	Members	Non-Members	Half Pod
Day Rate (January-September) SUN - MON - TUE - WED	£22.50	£25	£18
Day Rate (January-September) THURSDAY - FRIDAY	£31.50	£35	£22
Day Rate (January-September) Saturday	£45	£50	£35
Day Rate (October-December) SUN - MON - TUE - WED	£30	£35	£22
Day Rate (October-December) THURSDAY - FRIDAY	£35	£40	£26
Day Rate (October-December) Saturday	£60	£70	£45
Weekly Rate (January-September)	£185	£200	£150
Weekly Rate (October-December)	£250	£275	£200
Monthly Rate (January-September)	£700	£750	£500
Monthly Rate (October-December)	£800	£900	£700

FAQ's

- 1) **How much do the pods cost to hire?** Prices start at just £25 a day.
- 2) **How long can I hire a pod for?** Each pod offers flexible hire and can be hired for a single day right up to a month. We would like to limit hire to a maximum of 1 consecutive

month to ensure as many people as possible can benefit from their use however, occasionally, we may be able to offer longer agreements.

- 3) **Are there any business rates?** No, you will not need to pay any business rates.
- 4) **Do I need insurance?** We ask that you hold at least public liability insurance. This can be obtained at quite a low cost, in some cases as little as £40 for a whole year. You do not need any other insurance by law however we recommend that you have both contents and product insurance. Building insurance for the structure is maintained by the landlord.
- 5) **Do I have to pay a deposit?** Yes. We take a £100 deposit at the time of booking. This is to guard against a breach of terms and well as loss and damage. You can read more about this in our terms and conditions. This is returned provided all our terms have been met. The deposit is held until all booked dates have passed.
- 6) **Is electric included?** Yes, standard use electric is included such as lighting, heating and single use of sockets for the purpose of say a mobile phone charger. We include 30kw of power within the agreement. If you require additional use then we do charge a rate of £10 per day.
- 7) **Is there a cancellation charge?** There are charges for short notice cancellation. You can read more about this in our terms and conditions.
- 8) **Do you provide hanging and display materials?** We are able to hire out shelves and rails for use in the pods.

APPLICATION LINK

We hope that this information pack has given you all the information you require and should you wish to apply to use the pod you can do so using the link below. You are also welcome to arrange a viewing of the pods. We do send successful applicants' further details such as the dimensions of the shelving spaces and dimensions of the space should you wish to display a banner above the pod etc.

<https://forms.gle/n17SmZ5gA2sxJbYv8>

AND FINALLY ...

We think Duck in Boots is a much-needed outlet for our potential sellers and has been long anticipated and desired to return to Sudbury's town centre. The new pods offer a unique opportunity for a wide variety of independent businesses to occupy town centre premises and flexible and affordable terms.

Sarah is supported by a team of equally passionate individuals – both professional and personal. She has her husband, Gavin, who is behind her 100%, her six-year-old daughter, Lexi (who thinks Mummy having a shop is the most exciting thing ever!), her now two-year-old daughter Rose who was born when opening the last shop, her father (who you might see tending the shop!) and step-mother, her mother, her in-laws, and many friends committed to helping her make this work. Professionally, Sarah has a business advisor and, again, her husband, who is an accountant. She has also signed up to the Federation of Small Businesses, which organisation offers a comprehensive range of advice, assistance and services.

Sarah is totally committed to this venture and will work very hard and do everything she can to promote you, the shop and the workshops, at every opportunity. This will include widespread exposure across the various social media platforms and optimising the website, and could possibly extend to local advertising, posters and leaflet drops. Other promotional ideas include holding special events (particularly seasonal ones), special offers, competitions, etc. Any ideas sellers have will also be welcome and if they want to do something themselves, they will be fully supported by Duck in Boots.

This is an exciting opportunity for talented people like you, and Sarah and her team would love to have you on board.

We look forward to hearing from you.

Duck in Boots

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