

Creative Spark Letting Policy

Creative Spark was established in 2012 to promote innovative and creative businesses, including new and established enterprises in Louth and the wider north-east region. Creative Spark provides a dedicated training and workspace facility in Dundalk. We welcome and support new and established businesses operating within the creative industries, innovation, technology, and sustainable energy sectors.

Providing dedicated training and 'learning lab' facilities and affordable workspace, Creative Spark offers an environment where innovation and creativity can flourish. Networking, peer-to-peer exchange and connectivity are a daily reality for the business community working, learning and meeting in the centre.

Businesses wishing to occupy workspace with us need to complete the Creative Spark application process. This involves coming on a workspace tour, completing an application form, and providing satisfactory supporting documentation and references.

All our offices provide a bright, contemporary, comfortable and professional working environment for your business. Each office is equipped with multiple data points (Cat6A) connecting you to our dedicated high-speed fibre broadband.

- 24/7 hour access
- Uncontended high-speed fibre broadband service
- Reception service, including individual post box
- Communal kitchen area
- Telephone & data points, digital telephone handsets
- Serviced communal areas, heating & building insurance
- Free parking & cycle racks
- Discounted use of meeting rooms
- Networking & training events
- Mentoring & business support

Sector Focus

Creative Industries: Advertising and marketing; Architecture; Craft; Design (product, graphic and fashion design); Digital content (games, animation, e-books, mobile apps); Film, TV, video, radio and photography; IT, software and computer services; Publishing; Museums, galleries and libraries; Performing and visual arts.

Technology: Satellite services: mobile telephony, satellite photography and satellite television, GPS; Information technology: development of new and innovative software/internet/mobile communications/cloud management/embedded systems/back office systems; High-tech manufacturing; Knowledge intensive services; Innovations arising from research and development activities.

Sustainable Energy: Environmental technologies; Renewable energy; Resource/energy efficiency.

Our Guiding Principles

Creative Spark aims:

- To provide an infrastructure which can support the development of innovative and creative start-up enterprises, including sector-specific advice and mentoring.
- To provide practical opportunities for those already unemployed or threatened with unemployment.
- To advance education and benefit the community through the establishment, management and operation of Creative Spark as a centre which will offer workspace and training facilities to the start-up creative industries and community sectors in County Louth and the region in order to offer opportunities to improve core skills, aid learning processes, raise confidence and self-esteem.

Frequently Asked Questions

Who can occupy a workspace at Creative Spark?

Creative Spark provides managed workspaces to companies and individuals working within the creative industries, innovation, technology, and sustainable energy sectors.

Workspaces are allocated following a successful application and completion of a Licence Agreement.

How do I get a workspace at Creative Spark?

Prospective users need to have a tour of available workspaces in order to see what is appropriate to their needs and get an exact idea of costs. Visits can be arranged by email to hello@creativespark.ie or through the contact form via our website www.creativespark.ie or by calling 042 938 5720.

How much do workspaces at Creative Spark cost?

Workspaces range from 160 to 260 sq ft (15 to 25 sq m) and cost from €55 to €88 per week plus vat plus a service charge of 15%.

What happens with my licence and what do I pay up front?

Licence terms will be agreed between Creative Spark and the client, usually for a term of one year which can be renewed, but will not exceed 4 years and 9 months.

Once the Licence Agreement is prepared and a start date agreed the client signs the agreement and makes a payment for the first month's licence fee & service charges plus a security deposit, which is for the value of one month's licence fee and service charges. Clients must provide a copy of their insurance documents along with the signed Licence Agreement. They are then ready to move in.

Where can I park?

Parking is available on-site for Creative Spark occupants, visitors and users. Car parking spaces are on a first-come basis.

What administration services are available?

Reception services are available 9.00 to 5.00 Monday to Friday.

Individual post boxes are provided for occupants.

All occupants may use a communal photocopier. Photocopies are currently charged at €0.05/€0.10 (A4/ A3 black and white) and €0.25/€0.40 (A4/A3 full colour).

Is there a telephone answering service?

At present Creative Spark does not offer a telephone answering service as all clients have direct dial lines into their workspace. Digital handsets are provided, and these include full voice mail and divert capabilities.

What other facilities are available?

Occupants can hire the meeting rooms and training space at a discounted rate. Prices for occupants range from €6.50 plus vat per hour for the meeting rooms to €100 plus vat per day for the General Training Room.

What bills can I expect to receive?

Each occupant receives a monthly invoice for any services used in the previous month. The invoice re-charges telephone line rental, call charges, photocopy charges and any hire of the meeting or training rooms. Electricity usage is re-charged separately on a quarterly basis. Bills can be paid monthly if a standing order is set up but they can also be paid as an annual lump sum or on a quarterly basis (payment arrangements need to be made between the client and the accounts department).

What is included in my licence fee and service charge?

The licence fee figure and service charge quoted for each workspace unit includes and excludes the following:

Included in fee	Excluded
Exclusive use of individual workspace, including 24 hour access	Vat and business rates
Heating Lighting and water in communal areas	Lighting and water charges in individual workspaces
Building insurance	Contents insurance, individual public liability insurance, employers liability insurance
Broadband service – 20 / 100 MB Fibre uncontended broadband	Other internet solutions
Telephone and data points and digital telephone handsets are provided	Telephone line rental (per workspace per month plus vat) and call charges. Installation of additional computer/ telephone points.
Reception service, including individual post box	Administrative services (e.g. Communal photocopier, fax machine)
Deliveries by arrangement	Hire of meeting rooms and training space
Cleaning of communal areas, including window cleaning, sanitary services	Cleaning of individual workspace units
Provision of central waste storage area, including normal waste and recycling bins, and waste collection for building	Removal of restricted waste (e.g. paint, chemicals)
Communal kitchen area including fridge, tea and coffee making facilities, sink and bin	Electricity - this is separately metered and charged quarterly
Cycle racks Disabled parking Parking	Adaptations to workspace units such as shelves. Spaces must to be returned to their original state when leaving.
Security alarms, including security cards and keys allowing access to individual studios	Additional security fobs and keys charged at replacement rate
General building maintenance, including plant, fire and security alarms, lift	Furniture and office equipment
Fire extinguishers in communal areas	Health and safety issues within each individual workspace. Pat testing of electrical equipment must be carried out by the occupant