



**November 2023**

## **Sunray Community Centre - Invitation to bid**

Dear Community Organisation,

Re: Sunray Community Centre, Knollmead, Surbiton

This is to share news about an exciting opportunity at The Sunray Community Centre. As part of the council's commitment to strengthening and empowering communities, there is an opportunity for a community organisation to oversee and manage the Sunray Community Centre at the heart of the Sunray Estate

We invite organisations to submit an application form to be considered as a potential lessee of the Sunray Community Centre. Local organisations will be considered, including but not limited to:

- Existing community organisations
- Newly formed community organisations
- Community Interest Companies (CIC)

The lease will be granted for a term of **five years** at rent of **£1800 per annum**.

To assist in your consideration, please see the information pack containing details of the Sunray Community Centre and the Community Space lease terms.

If you would like to be considered for this opportunity, please email [richard.dean@kingston.gov.uk](mailto:richard.dean@kingston.gov.uk) for an application form. Please complete and return via email the application form and any supporting documents to Richard Dean, no later than **5pm Friday 1st December 2023**.

Please feel free to contact Richard Dean, Neighbourhood and Communities Manager (South of the Borough) directly if you have any queries or require clarifications in the meantime.

Your time and effort in preparing your response to this opportunity is much appreciated and we look forward to receiving your submission.

Yours faithfully,  
Karen Corkery

Head of Property and Facilities Management  
Royal Borough of Kingston upon Thames