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SECURITY

A high level of security is built into The Business Box and includes:

- a) CCTV cameras around the building are video monitored 24 hours a day and recorded by Security Staff.
- b) Clients entering and leaving the building must use their allocated key fob pass. Should clients lose their key fob pass, they **MUST** inform staff of the Business Box immediately in order to maintain the security of the building. A fee of £50.00 must be paid for a replacement key fob pass. Full training will be given in relation to the correct use of the door fobs.
- c) Clients must sign in/out using the relevant Visitor or Client record book placed on reception.
- d) The Business Box administration team are responsible for closing the external shutters on the ground floor. However, the client is responsible for advising the administrative team when leaving the Business Box to ensure these will be closed for the individual office when the office is not in use.
- e) Clients must give prior notice should there be a need to access/work outside the normal opening hours. In this instance, clients, in conjunction with security, will be responsible for arming and disarming the security system. The first client on entry to the building will disarm the alarm by use of their key fob to the communal areas. On leaving, everyone must use their key fob with the last person re-arming the system with their key fob and informing security to close the electric shutters.

It is vital that clients follow this procedure rigidly in order to maintain the high level of security for all clients.

HEALTH AND SAFETY

All organisations with five or more employees are required to have their own documented Health and Safety Policy and Procedure, including the display of The Health and Safety Law poster and likewise, their own Fire Precautions Checklist in accordance with HSE regulations.

For those organisations with four or less employees, Health and Safety and Fire Precautions must be in place, although they do not need to be formally written down.

The exception to this rule is when young persons, trainees and expectant mothers are employed, either full or part-time, in which case a risk assessment must be carried out and recorded.

The Business Box Management respectfully request that you meet these requirements.

SAFETY

In the event of a fire, the alarm will automatically be activated and the following procedure must be adopted:

- a) Immediately leave the building from the nearest door, using either the front stairway or fire escapes
- b) Do NOT use the lifts as a means to exit
- c) Do not stop to collect or save property
- d) Ensure all doors are closed behind you on leaving
- e) Gather in the designated area shown on the Fire Notice provided in each room.
- f) ***It is the responsibility of each organisation to ensure the safety of their own staff and visitors.***
- g) Do not attempt to re-enter the building until authorised by Business Box staff or the Fire Authority
- h) A test of the evacuation procedure will take place twice a year and must be treated as you would a real situation
- i) Testing of the Fire Alarm System will be carried out on a weekly basis and this will take place every Friday between 3pm and 4pm.

VISITORS

All visitors will be asked to sign in on entering as this enables The Business Box to monitor the number of visitors on site to meet Health and Safety requirements and Fire Regulations. The visitors book is situated on Reception.

Visitors must be accompanied by the Client, both from and to Reception. This is in the interest of maintaining the high levels of security. Meeting and/or interview rooms are available for this purpose to reduce the risk of possible difficulties.

Tenants are responsible for the conduct of their visitors whilst on the premises as well as for their safety in the event of an emergency. It is the tenant's responsibility to ensure visitors are made aware of the emergency exits and meeting point.

SMOKING POLICY

The Business Box has a 'NO SMOKING' policy and both clients and visitors are requested to refrain from smoking in any area of the building. Should clients/visitors chose to smoke outside the building, they are requested to do so in the designated area and must extinguish their smoking materials in the receptacle provided prior to re-entering the building.

PARKING

All parking is at the owner's risk. The Landlords and Management of The Business Box accept no responsibility for loss or damage howsoever caused.

Spaces have been allocated for disabled Clients and parking in these spaces is only allowed for cars displaying a valid disabled permit.

Overnight parking must be notified to Business Box management in advance.

Please note that there are NO reserved spaces for Tenants, Tenants employees/visitors or Centre Staff.

Please speak to the Centre staff about the bus routes and timetables. The Business Box has a cycle rack (NO cycles will be allowed in the Centre itself), and shower facilities.

PETS/ANIMALS

With the exception of registered guide dogs, pets and animals are not permitted within the building. The owner/keeper of any animal seen within the building will be asked to remove it immediately.

CLEANING SERVICES

These are included at MH within tenancy, for all areas of the building – including the units.

All communal areas will be cleaned on a regular basis to maintain a high level of hygiene and professional appearance for the benefit of all clients and visitors.

Clients are requested to advise Management of any shortfall in the provision of these services, particularly in the area of hygiene products.

Clients are responsible for the cleaning of their individual office and are expected to maintain a high standard of cleanliness. Arrangements must be made with our cleaning service (***please discuss your requirements with the Centre Administrator***)

We are committed to environmental issues and hope you will make use of the recycling facilities that are provided.

POSTAL SERVICES

Post will be available for collection from *the personalised pigeon holes located*

Outgoing post which requires franking must be delivered to the Reception Area no later than 4.00pm.

Use of the franking machine will be charged at 5% of the total postage cost accrued to the maximum of £4.50.

Franking of the post will be charged at cost.

Special Delivery and Recorded Mail facility available on request.

TELEPHONE AND DATA COMMUNICATIONS

Telephone and data communication services are provided by NT Voice and Data and each room is fitted with at least four power points. Data communication and internet connection is achieved by connection with the NT Voice and data System.

Telephone calls can be made by dialling the number directly. The number 9 is not required for an outside line.

A minimum of one telephone handset will be/ are provided.

Line rental - no charge

Broadband £5 per month

The new service is packed with extra features included in the price:

- Personalised voicemail which can be accessed remotely
- Conference call
- Call Divert to mobiles or other landlines
- Group pickup within office
- Partnering of landlines to mobiles

The following services are available at an extra monthly charge:

Message forwarding to mobiles is available at a cost of:

£5 per month for up to 10 messages

£10 per month for up to 20 messages

£15 per month for up to 30 messages

All prices quoted are exclusive of VAT.

SECRETARIAL /ADMINISTRATION SERVICES

TYPING

	£
Typing for half an hour	5.00
Typing for one hour	10.00

PHOTOCOPYING

Per Page:

B & W, size: A4/A3	0.05
Colour, size A4/A3	0.10

STATIONERY

OHP Transparencies		0.60
Binding Covers		0.30
Laminating Pouches	A3	0.20
	A4	0.15
Flipchart Pads		3.20
Envelopes	DL	0.01
	C4	0.02
	C5	0.04

FAXES

Incoming	(per page)	0.05
Outgoing	UK 1 st page	0.05
	Additional pages	0.05
	Europe 1 st page	1.25
	Additional pages	0.75
	North America/Middle East Africa	1.50
	Additional pages	1.00
	Rest of World	2.00
	Additional pages	1.50

All prices quoted are exclusive of VAT.

MEETING ROOMS

TENANTS PRICE LIST

INTERVIEW BOX

Per ½ hour Free (**maximum capacity is 4 seats**)

Per hour £ 5.00

Per ½ day £ 15.00

Per full day £ 25.00

MEETING ROOMS

Meeting Box 1 (maximum capacity is 40 seats)

Per ½ hour £ 12.00

Per hour £ 20.00

Per ½ day £ 60.00

Per full day £ 110.00

Meeting Box 2 (maximum capacity is 15 seats)

Per ½ hour £ 8.00

Per hour £ 14.00

Per ½ day £ 40.00

Per full day £ 75.00

ROOM AVAILABILITY

Per hour

Between 9am and 5pm for a full day

Between 9am and 1pm or 1pm and 5pm for half a day

Evening/Weekend rates will be subject to a 10% increase against the hourly rate to cover Business Box staffing costs.

All prices quoted are exclusive of VAT.



CONFERENCE FACILITIES

Multimedia Projector (40 seated room only)	Lap Top
Projector Screen (40 seated room only)	Flip Chart
Tea/Coffee & Biscuits	50p per person
Orange Juice, Water & Biscuits	50p per person

Buffet can be arranged, prices available on request

MEETING ROOMS

EXTERNAL BOOKINGS PRICE LIST

INTERVIEW BOX (maximum capacity is 4 seats)

Per ½ hour £ 5.00
Per hour £ 7.50
Per ½ day £ 20.00
Per full day £ 35.00

MEETING ROOMS

Meeting Box 1 (maximum capacity is 40 seats)

Per ½ hour £ 15.00
Per hour £ 25.00
Per ½ day £ 75.00
Per full day £ 140.00

Meeting Box 2 (maximum capacity is 15 seats)

Per ½ hour £ 10.00
Per hour £ 17.50
Per ½ day £ 50.00
Per full day £ 90.00

ROOM AVAILABILITY

Between 9am and 5pm for a full day
Between 9am and 1pm or 1pm and 5pm for half a day

Evening/Weekend rates will be subject to a 25% increase against the hourly rate to cover Business Box staffing costs

All prices quoted are exclusive of VAT.

CONFERENCE FACILITIES

Multimedia Projector (40 seated room only)	Lap Top
Projector Screen (40 seated room only)	Flip Chart
With access to:	
Photocopier	Printing facilities
Laminating	Binder
Tea/Coffee, Orange Juice, Water & Biscuits	50p per person

Buffet can be arranged, prices available on request.

See separate booking form and conditions of hire for meeting rooms.

DAMAGE TO EQUIPMENT

Users are fully responsible for all damage to equipment and facilities beyond reasonable wear and tear and will be invoices for any costs The Business Box incurs in rectifying such damage.



INVOICING FOR SERVICES

Charges for any of the services (including rent and service charge) offered at The Business Box will be invoiced on a monthly basis. The Business Box is part of the Braunstone Community Association (BCA), a public funded body, who hold a joint bank account with LHA-ASRA, our governing body, to which all payments received will be deposited.

To reduce administration costs, we recommend payments are made by either *standing order, internet banking, cash or cheque.*

Failure to pay within 7 days may result in any or all of the services being withheld.

Review of Charges

Charges may be reviewed from time to time and may be changed without notice.

DETAILS OF UNITS

Office

The price includes all services – gas, *electricity, security, reception service, cleaning of communal areas*. The first 2 years includes a concessionary reduction of 25% of the **rent** charge.

The additional costs will be:-

- Outgoing telephone calls and broadband charges
- Text messages to forward messages
- Secretarial support
- Photocopying
- Printing
- Faxing
- Hospitality
- Franking
- Stationery

Normal access to the building is from *8.00 am to 7.00 pm* Monday to Friday. The building will be closed on Saturdays and Sundays. A 24-hour security system is installed in the building.

There are available conference and training room facilities (at additional cost) and small meeting room accommodation.

Rent will be payable monthly *in advance* by Cheque.

VIRTUAL OFFICE RATES

See Virtual Tenancy information leaflet



BUSINESS BOX

DOOR SIGNS

Door signs are available to order in the current door sign style for each office. Please indicate below the name of your business as you wish to see it displayed and attach the relevant logo, should you wish that to be shown.

*Cost of the Door Plaque
price*

£Inclusive in Unit