



facilities and services

Office hours

Access to the centre is available 24 hours.

The reception and switchboard are staffed Monday to Friday 09.00 to 17.00

Conference facilities

Complimentary tea, coffee and water. Audio Visual equipment is available in Goldwyn and Mayer

Metro or MGM Suites

6 delegates £ 20.00 hourly

Goldwyn or Mayer Suites

12 delegates £ 30.00 per hour

Goldwyn Mayer Suite

24 delegates £ 60.00 per hour

Complete reconfiguration charge £150 (when combining Goldwyn and Mayer and require furniture in a unique configuration).

Video Conferencing Polycom HD IP (Goldwyn suite) an additional £20 per hour to the meeting rate.

Audio/Visual	£ 30.00 per meeting
Internet access	Free of charge
Flip chart	Free of charge

Boardroom / Meeting room / Conferencing

Cancellation Policy

Up to 24 hours	50%
Between 24-48 hours	25%
Over 48 hours	0%

Fast Internet + VoIP

Connection charge	N/A
Standard Plan per workstation	£ 49.98 pcm
Plan 10: 10Mbit uncontended	£ 650.00 pcm
Plan 20: 20Mbit QoS uncontended	£ 850.00 pcm
Dedicated IP	£ 10.00 pcm

Administration / Secretarial fees

Admin / Secretarial Services £ 45.00 per hour
Including copy typing, audio typing, PowerPoint presentations, Excel spreadsheets, Data entry.

Translation POA

Telephone System

All telephone calls are at the standard BT business rates.

Additional handset & DDI	£ 49.98 pcm
Additional voicemail box	£ 10.00 pcm
Itemised phone bill	£ 5.00 per report

Further installation and programming following the initial set up £ 45.00 per hour

Facsimile costs

Incoming per page	Free of charge
Outgoing any destination	£ 0.50 per page

Photocopying

Black and white A4/A3	
1-400	£ 0.15 per copy
401-1000	£ 0.12 per copy
1001+	£ 0.10 per copy

Colour A4/A3

1-400	£ 0.35 per copy
401-1000	£ 0.30 per copy
1001+	£ 0.25 per copy

Scanning

Scan A4 / A3 documents	£ 0.10 per scan
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Additional services available

Binding 1-50 page book	£ 8.00
Binding 50-100 page book	£ 10.50
Binding 100+ page book	£ 12.00

Acetates	£ 1.00 per sheet
Additional office keys	£ 15.00 each
Additional access cards	£ 15.00 each
Laminating service	£ 2.00 per sheet

PAT testing	POA
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Office extra deep clean including all pc's wiring and carpet cleaning	£ 40.00 per wks
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Couriers

Can be ordered from reception and incurs a 30% administration fee.

Franked mail

Outgoing mail needs to be with reception by no later than 4.30pm. All postage is charged at the franked mail rates imposed by Pitney Bowes and incurs a 30% administration fee.

Furniture

Additional furniture hire/purchase is available. Please see the Centre Executive for further details.