



## The Business Centre in the Heart of Covent Garden

### The Concept

Garden Studios provides a complete and flexible serviced office solution. We free you from the time and expense of the traditional office lease, allowing you to have an office here from a few months to as long as you need. Terms are flexible and the paperwork is minimal - no legal hassles or large set up fees involved.

Many companies now choose serviced offices because they recognise the flexibility and support that business centres provide. You can concentrate on your own business, leaving the running of the building and administration to our team.

Garden Studios is home to a wide range of businesses - recruitment, advertising, public relations, internet, media, production, professional consultants and many more.

### Licence fee

#### The licence fee includes:

Telephone Lines  
Broadband  
Business rates  
Cleaning  
Postal sorting and collection  
Furniture  
Lighting/heating/water  
Air conditioning

Maintenance & repairs  
Insurance (excluding contents)  
Facilities management  
Reception  
Security (Redcare)  
24-hour access  
Kitchen facilities  
Interview room (free for 2 hours' per day)



### Reception

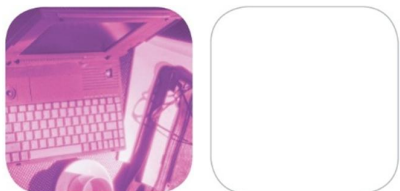
Our reception area is situated on the ground floor in the main entrance of Garden Studios. Our team of receptionists provide a friendly welcome and professional service to you and your visitors. We offer a range of services such as postal sorting and collection, accepting parcels, ordering couriers, secretarial work, organising meeting rooms and greeting visitors. Throughout the day we are here to help you.

## **Direct dial-in numbers**

DDI (direct dial-in) numbers give a professional touch as we answer calls in your company name at reception. Alternatively, calls can go directly to your office or to voicemail when required (e.g. after hours and weekends). There's a one-off fee of £100 for DDI numbers and a range of numbers for you to choose from.

## **Lines and call handling**

Call charges are standard BT rates. Lines are included in your monthly licence fee. This covers telephone answering by our receptionists, re-routing of calls to your office or voicemail, call handling, line rental and maintenance (4-hour call-out), voicemail with 24-hour external access, handset, telephone upgrades and help-desk. When you move in, we configure your telephone set up to your requirements. We have a number of add on features including external call forwarding and 'Follow Me'. Follow me is an easy web based application that enables you to set time of day routing for your calls. This is a great application if you are on the move a lot or work from several different locations. Please ask us for more information.



## **Internet access/Leased line connectivity**

Shared leased line internet access is included in your monthly fee. Larger bandwidths are available for an additional cost. This line is dedicated to Garden Studios and monitored 24/7. If you have special requirements please let us know and we will see what we can do.

## **Meeting facilities**

All meeting rooms are air-conditioned, equipped with a whiteboard, flipchart and conference phone in addition to the listed equipment. Projectors are available upon request. All equipment is included in the price except for the data projector which is an additional £10 per hour.

**Refreshments and catering:** Refreshments included in the cost of the rooms (unless otherwise stated) refer to coffee, tea and biscuits. Water can be provided, but please request this at the time of booking. With 24 hours' notice we can also organise full catering for your meetings, contact us for menus and ideas.



**Conference Room 1 – Ground Floor.** Seating for up to eight people.



*Conference Room 2 – Ground Floor. Seating for up to six people. (Picture not included)*



*Conference Room 3 – Lower Ground Floor. Seating for up to four people.*



*Conference Room 4 – Lower Ground Floor. Seating for up to twelve people with flexible table arrangements to suit meetings, training or discussion groups, or conference style seating for up to twenty people. The room is equipped with TV, video and DVD player. Tea, coffee and biscuits for up to twelve people included. Prices for larger numbers on request.*



*Conference Room 5 – Ground Floor. Seating for up to six people.*

	Conference room 1 *	Conference room 2 *	Conference room 3*	Conference room 4 *	Conference room 5*
<i>Hourly</i>	£30.00	£25.00	£20.00	£35.00	£25.00
<i>Daily</i>	£225.00	£190.00	£150.00	£265.00	£190.00
<i>Seats</i>	8	6	4-6	12-20	6
<i>Includes coffee, tea and biscuits * see notes regarding Training Room and Conference Room 4</i>					

### *Roof Terrace*

*The recently opened roof terrace is a decked area on the roof with garden furniture, pergola and plants to provide a welcome chill-out area for your relaxation and enjoyment. We welcome private hire booking requests for the roof terrace.*



### *PA/Secretarial services*

*We offer secretarial services such as word processing, mail-shots and envelope stuffing. We also provide PA services such as confidential letter opening and faxing, and diverting telephones in your absence. If you're running late for a meeting, just let us know – we'll welcome and look after your clients.*

### *Postal services*

*All post is sorted and ready for collection each morning. Outgoing mail is collected each evening at 4.45 pm from reception. We can frank your outgoing mail and organise special (e.g. guaranteed) deliveries.*



## Computer support

We have secured a deal with a support company offering IT maintenance and backup. There's a helpdesk and callouts are at very competitive prices. If it's something that needs more specific technical knowledge (e.g. Virtual Private Networks), we've negotiated very cost effective rates with a highly recommended firm of IT specialists.

## Photocopying

We have three photocopiers with a colour copy option. If you have a large amount of photocopying to do, our receptionists will do this for you, charged at the hourly secretarial rate, plus the usual cost of the copies.

## Courier services

Our couriers are speedy and efficient offering local, national and international deliveries.

## Stationery

We have negotiated an excellent deal with our suppliers for clients at Garden Studios offering discounts up to 50%.

## Kitchen facilities

We have fully equipped kitchens on the second floor and first floor Drury Lane, as well as a coffee making station on the ground floor. Cold drink vending machines are also available.



## Catering

We can organise catering for your meetings. Please give 24 hours' notice.

## Security

Garden Studios takes security very seriously. The building is alarmed after hours with the Metropolitan recommended Redcare system. The alarm system is monitored 24/7 and there is CCTV surveillance throughout the building. All visitors are signed in at reception.

## Professional support services

Over the years we have formed good relationships with experienced professionals, so we are happy to put you in touch with insurers, solicitors, accountants, technicians, recruitment agencies etc. We also maintain close ties with Business Link for London (who helped us achieve Investors in People) and local universities, such as City University.

## **All offices have 24-hour access and are furnished**

Immediate occupancy subject to receipt of deposit, first month's licence fee, administration fee of £250 (which includes a notice board sign in the main entrance), signed licence agreement, signed direct debit form and one reference. No legal fees.

Terms: Minimum 6 months  
Notice period: 2 months

We can occasionally accommodate shorter lets.

## **PRICE LIST**

### **Telephone**

Incoming	Free of charge
Outgoing	Standard BT rates
DDI numbers	One-off fee of £100
Extensions	Billed monthly
'Follow Me' feature	Details on application
External Call forward feature (Flexi-divert)	£10 set up, £15pcm plus cost of calls. DDI number required
Non Geographical Numbers	(0845 etc). Details on application

### **Leased line**

A shared service is included in your licence fee. If you have specific needs please ask us for availability and a quotation.

### **Interview room**

Free of charge (Maximum limit of two hours per client per day)

### **Secretarial**

£7.50 per page (minimum), or £20.00 per hour (Additional printing and labels 50p per copy.  
Clients can have their data stored on a personal disk at no extra cost.

### **PA Services**

Hourly £20.00  
Minimum charge £ 5.00 (15 minutes)

### **Franking**

Standard postal rates with a service charge of 25%.  
Special and recorded delivery depending on weight plus a £2.00 handling fee.

### **Document Binding**

£4.50

### *Laminating*

A4	£2.00
A3	£3.50

### *Facsimile*

*Incoming* £0.40 per page

<i>Outgoing</i>	
UK	£0.60 per page
Europe	£1.10 per page
USA/Canada	£1.60 per page
Rest of World	£2.10 per page

### *Photocopying*

<i>Black &amp; White</i>	13p per copy - A3 and A4
<i>Colour</i>	£1.00 per copy - A3 and A4

*All prices are exclusive of VAT.*

*If you're not a member of Garden Studios or Virtual Office, we are still happy to provide these services at the full rate (The above rates are discounted for clients). Please contact us for more information.*

### *Additional Companies*

*If you would like any other companies to operate from your offices at Garden Studios, please see our Virtual Office brochure for details.*

*For further information about our serviced offices, please contact:*

*Martina Duffy on freephone 0800 358 8181*  
*Email: [info@gardenstudios.com](mailto:info@gardenstudios.com)*