

# KINGFISHER HOUSE

Business Centre



| Office Space | Virtual Offices | Meeting Room | Car Parking |





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## **About Us**

We're very pleased to introduce Kingfisher House Business Centre! Situated on Elmfield Road, less than 5 minutes away from Bromley South Station, we have everything you could possibly need for your business.

With excellent facilities, transport links to and from London, and The Glades shopping centre amongst other great local amenities, Kingfisher House is the perfect place to base your business.

We've got a lot of new and exciting developments happening within the centre, and currently have offices available! To arrange a viewing of some of our vacant offices and take a look at the facilities at Kingfisher House please give us a call and a member of the team will be more than happy to help.

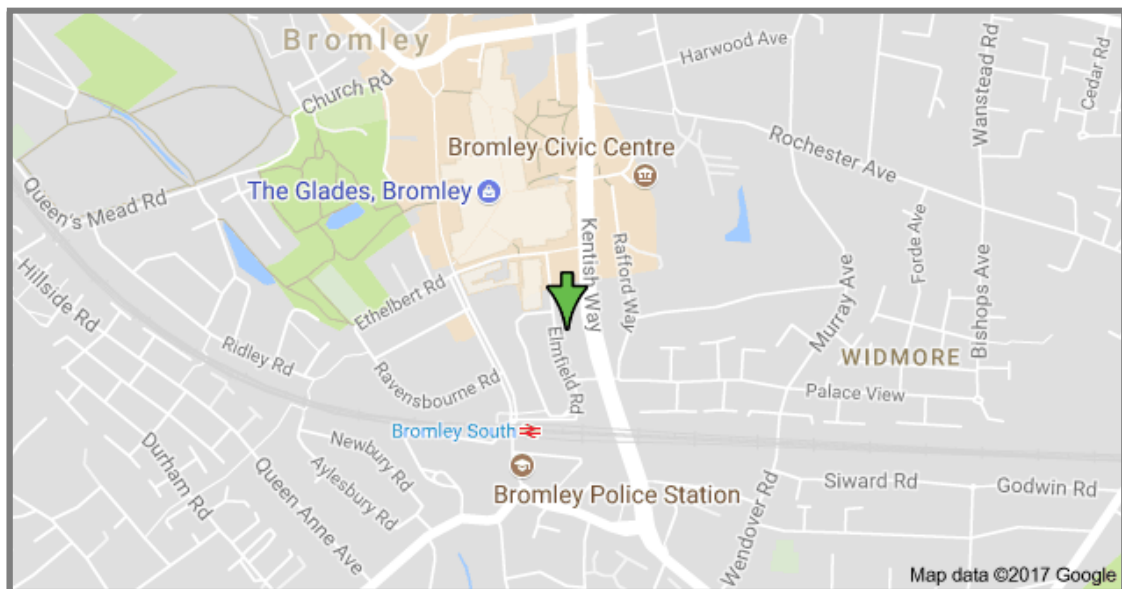
If your business is looking for new office space equipped with onsite parking, virtual services or meeting room facilities you need to look no further...

## **For up to date information please contact us on:**

Phone- 0208 315 6666

Email- [reception@kingfisherhousebc.co.uk](mailto:reception@kingfisherhousebc.co.uk)

Website- [kingfisherhousebc.co.uk](http://kingfisherhousebc.co.uk)





## **Serviced Office Space**

### **What is a serviced office?**

A serviced office is an office or office building that is fully equipped and managed by a facility management company, which then rents individual offices or floors to other companies.

### **How is our centre different from others?**

At kingfisher house, our clients are at the core of everything we do. We strive to create a community through different events which allow our clients to work cohesively, in turn presenting them with new opportunities.

### **What is included in my monthly rental?**

- Office Rents
- Handset & Line rental (amount per desks)
- Internet Connections (amount per desks)
- Office Furniture – desks, pedestals, bookshelf and coat stand
- Council Rates
- Electricity, Heating and Gas Bills
- Daily Cleaning
- Self-controlled air conditioning and heating
- 24/7 Security
- Building insurance (insurance for your office is the client's responsibility)
- 24/7 Access (fob access only)
- Kitchen Facilities
- 24/7 Building FOB access
- Reception facilities Mon-Fri
- Daily postage collections and deliveries (cost of sending post not included)
- Other Utilities

### **What is a license agreement?**

A licence agreement is an easy to understand document that does not require a Solicitor. It sets out the terms of your occupation of the space and what is included. Licence agreements in the main offer flexible terms however, the minimum term is usually between 6-12 months. We offer the option of 6, 9 or 12 month licences.





## **Virtual Price List**

**Mail Handling** – Use of our address for your correspondence as a professional alternative to a home address, or a cost-effective method of opening your “branch office”.

£35.00 + VAT pcm                      £30.00 + VAT one off setup fee      £100.00 deposit

**Registered Address** – License to register your company through Companies House with us of our address.

£200.00 + VAT pa                      £20.00+VAT pcm                      £200.00 deposit (if paid monthly)

**Mail Handling & Call Diversion** – Add a telephone diversion service to the mail handling service for a completed professional image for your company. Your dedicated local telephone number can be diverted to the number of your choice or a personalised voicemail service accessible 24 hours a day.

£50.00 + VAT pcm                      £30.00 + VAT one off setup fee      £200.00 deposit

**Call Answering** – We will issue you your own dedicated 0208 telephone number. Your phone calls will be answered in your company name and transferred accordingly to any mobile or landline number, alternatively messages can be taken by the reception team and forwarded by email or phone.

£65.00 + VAT pcm                      £30.00 + VAT one off setup fee                      £200.00 deposit

**Kingfisher Remote** – A virtual office package, providing you with the ability to maintain a dependable, professional business presence- regardless of where you are. Your phone calls will be answered in your company name and transferred accordingly to any mobile or landline number, alternatively messages can be taken by the reception team and forwarded by email or phone. Mail can either be held at our premises for collection or forwarded on to a preferred address.

£100.00 + VAT pcm                      £30.00 + VAT one off setup fee      £200.00 deposit





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## **Boardroom**

Kingfisher House Business Centre provides a professional environment for your meetings, interviews, presentations and training events. Our Business Centre offers high quality facilities at reasonable cost, in a business focussed environment to both our resident and non-resident clients.

We also offer a variety of services for your meeting;

- **Available from 9-5pm, Monday-Friday**
- **An availability email is sent twice a week to inform of current bookings**
- **Free Wi-Fi (contact reception at booking time)**
- **Smart Tv for projection and video calling**
- **Catering – Breakfast or Lunch, Tea & Coffee**

## **Prices**

1 day - £75.00 + VAT

Half day - £45.00 + VAT

Hourly rate - £15.00 + VAT

## **Car Park Space**

1 day - £7.00 + VAT





## Price List for Services

### Boardroom Prices

### Resident Rates

### Non-Resident Rates

£15.00 + VAT per hour  
£45.00 + VAT half day  
£75.00 + VAT full day

£40.00 + VAT per hour  
£100.00 + VAT half day  
£150.00 + VAT full day

### Projector Hire

£20.00 per hour  
£45.00 full day

### **Minimum Hire- 30 minutes**

### Car Parking Space

£7.00 + VAT per day  
£140.00 + VAT PCM

### Refreshments/Catering

Pot of tea/coffee £8.50  
Jug of apple/orange juice £2.50  
Plate of biscuits £2.50  
Breakfast Package £5.50 + VAT per person  
Lunch £7.00 + VAT per person (Silver Package)  
£9.50 + VAT per person (Gold Package)

### Administration

Photocopying £0.10 per page (black and white)  
£0.20 per page (colour)  
Printing £0.15 per page (black and white)  
£0.25 per page (colour)  
Binding £2.00 (less than 30 pages)  
£3.50 (31+ pages)  
Scanning £1.00 per document/letter  
Laminating £1.00 per document/letter  
Administrative Support £15.00 per hour

