

KINGFISHER HOUSE

Business Centre



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





KINGFISHER HOUSE

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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.

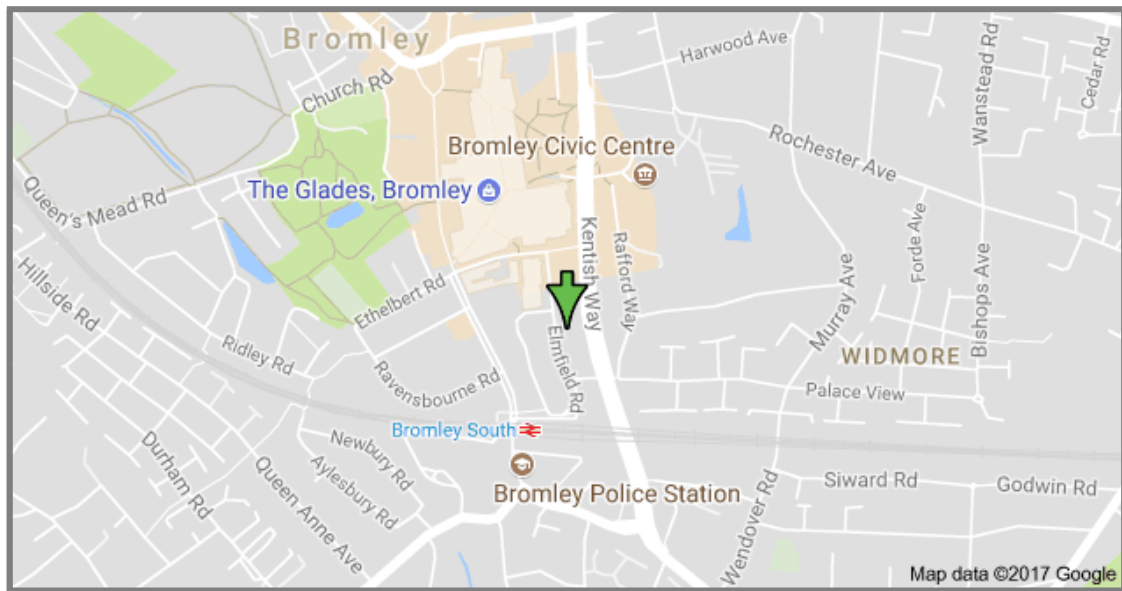
If your business is looking for new office space equipped with onsite parking, virtual services, or meeting room facilities you need to look no further...

For up to date information please contact us on:

Phone: 0208 315 6666

Email: reception@kingfisherhousebc.co.uk

Website: www.kingfisherhousebc.co.uk





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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?

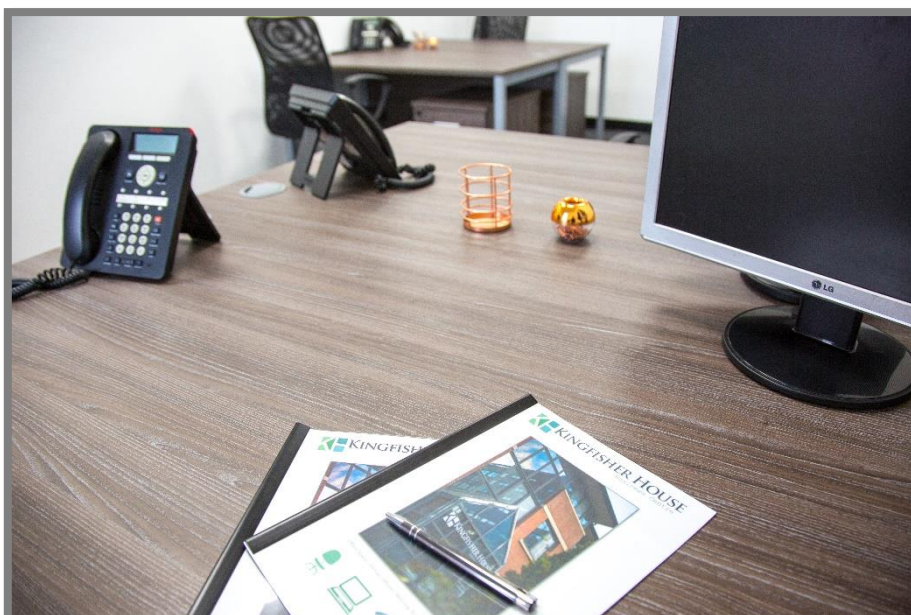
At kingfisher house, our clients are at the core of everything we do. We strive to create a community through different events which allow our clients to work cohesively, in turn presenting them with new opportunities.

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.





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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. The only mail accepted on this service is from Companies House or HMRC.

£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

Mail Handling & Registered Address – Our address package is great for companies that want to register their company as well as use the address for correspondence.

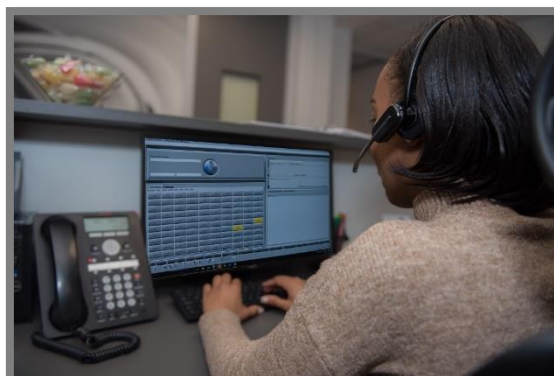
£50.00 + VAT pcm £30.00 + VAT one off setup fee £200.00 deposit

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





KINGFISHER HOUSE

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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

£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

Car Park Space

£7.00 + VAT Day rate



Hot Desking Space

Here at Kingfisher House, as well as being able to offer office space and virtual service, we also offer a hotdesking facility.

What is hot-desking?

Hot-desking is an organizational workspace system in which desks are used by different people at different times, on an ad hoc basis. Hot desks can be implemented in private offices as well as coworking spaces. The flexibility associated with hot-desking is often linked to an increase in employee innovation, while the social aspect is cited as a way to encourage cross-disciplinary collaboration.

How does hot-desking work?

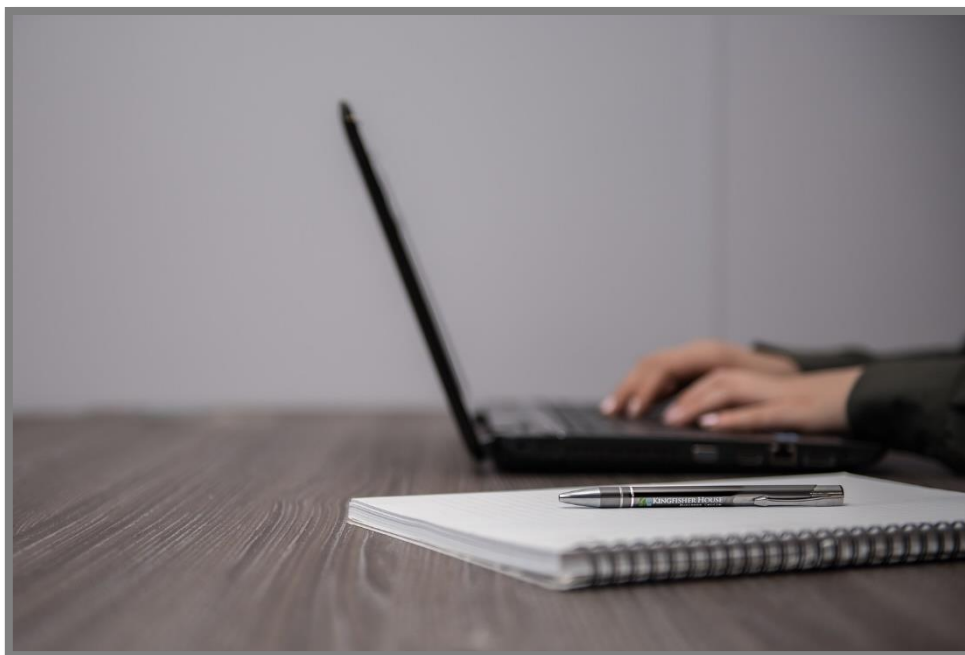
Find a desk, plug in, and get to work: Hot desks provide space for professionals to work as needed, in both private and shared office spaces. That means that the particulars for hot-desking may vary depending on the environment.

The advantages of hot-desking

The benefits of hot-desking vary depending on your work style and what you need from the arrangement. Where freelancers appreciate having a place to work and meet potential clients, business owners like the flexible lease terms and the ability to hire or send employees to workspaces in different cities.

How to know if hot-desking isn't right for you

Certainly, while the benefits of hot-desking might be multifold, the arrangement doesn't suit all industries or all work styles. Employees dealing with highly sensitive information may prefer a more private solution, while teams that require consistent structure and ongoing collaboration throughout the workday could grow frustrated at the changing seating. Training new employees calls for different considerations and finding colleagues may require some reconnaissance through chat clients. In these cases, consider dedicated desks or a small private office within a coworking environment. Arrangements like these afford you and your team a more controlled, personalized workspace while retaining the perks of the wider space and coworking community.



Kingfisher House Business Lounge

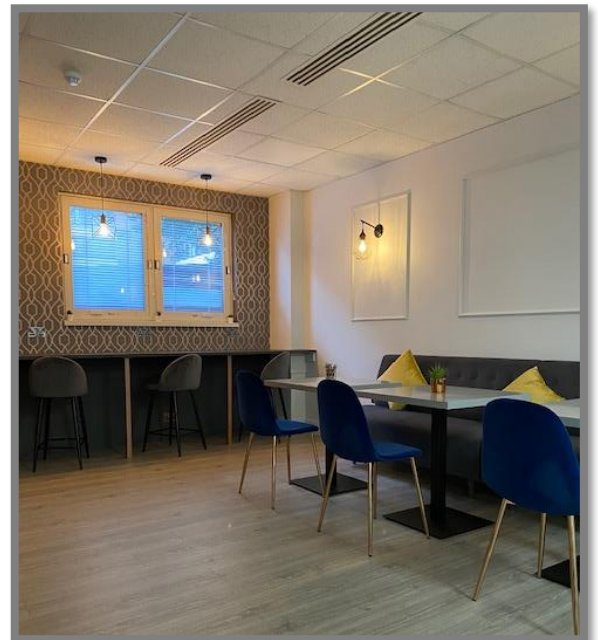
Our most recent addition to the centre is our new Business Lounge, this is a quiet space for our clients to escape and take a moment to relax during their working day.

Whether it's to eat lunch, take a phone call or work from a laptop, the lounge is available for all of our clients to use, both in house and virtual at no additional charge.

The Business Lounge is open between reception hours of 9am-5pm and has access to Wi-Fi. You do not need to book this space; however, the lounge can be hired for meetings and private functions at a cost. Please contact reception for more information.

We ask all clients that while they use this space, they respect that it is a shared space and is looked after by all.

Please note this space is not a private meeting space unless hired in advance.





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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

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 £2.00

Breakfast Package £4.50 + VAT per person

Lunch £6.00 + VAT per person (Silver Package)

£8.50 + VAT per person (Gold Package)

Administration

Photocopying £0.50 per black and white document (20 pages)

£0.75 per colour document (20 pages)

Printing £0.50 per black and white document (20 pages)

£0.75 per colour document (20 pages)

Binding £2.00 (less than 30 pages)

£3.50 (31+ pages)

Scanning £1.50 per document (30 pages)

Laminating £1.50 per document (30 pages)

Administrative Support £12.00 per hour

