



# KINGFISHER HOUSE

## BUSINESS CENTRE

Kingfisher House, 21-23 Elmfield Road, Bromley, Kent, BR1 1LT

T: 0208 315 6666

[www.kingfisherhousebc.co.uk](http://www.kingfisherhousebc.co.uk)

# KINGFISHER HOUSE

Business Centre

## ABOUT KINGFISHER HOUSE

We are a vibrant business centre based in the heart of Bromley. With excellent transport connections on our doorstep, modern in-house facilities and a wide range of companies within our walls. Kingfisher House is the perfect base for your business.

- Flexible office space
- Full range of sizes available
- Professional reception team
- Meeting room facilities
- Administrative support
- Networking opportunities
- Personable service



# SERVICED OFFICE SPACE

## WHATS INCLUDED IN MY RENT?

- Office Rent
  - Handset and Line Rental (per desk)
  - Internet Connections
  - Council Rates
  - Business Rates
  - Electricity, Heating and Gas
  - Daily Cleaning
  - Self Controlled Air Con and Heating
  - 24/7 Security
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- Building Insurance (you have to supply your own contents insurance)
  - Kitchen Facilities
  - 24/7 Fob Access
  - Furnished Office
  - Access to our client portal
  - Access to our business lounge
  - Up to 60% discount on our meeting rooms
  - Fully manned reception Monday-Friday 9am-5pm
  - Daily postage collections and deliveries (cost of sending post not included)







# VIRTUAL OFFICE

Are you looking for a virtual office in Kent? Our virtual services are perfect for small businesses, start-ups and sole traders who do not have any business premises of their own. Without needing to be physically based in our building, we are able to maintain your professional image remotely, saving you time and money.

## MAIL HANDLING

Use of our address for your business correspondence as a professional alternative to a home address, or a cost-effective method of opening your "branch office". You will be notified of any mail, which can then be collected, forwarded, or scanned. (Please note there may be a small additional charge for post forwarding and scanning)

**£40.00 + VAT PCM**

**£150.00 SECURITY DEPOSIT**

## REGISTERED ADDRESS

License to register your business at our address through Companies House. Please note the only mail accepted with this service is from Companies House and HMRC. Please note you are cannot register company and/or personal vehicles to this address. (Security deposit only needed for monthly service)

**£20.00 + VAT PCM/ £220.00 + VAT PA**

**£200.00 SECURITY DEPOSIT**

\*Please note all services are for business use only. Registering vehicles are prohibited. All services also consist of a one off set up fee of £30.00 + VAT \*



## DEDICATED TELEPHONE NUMBER

An 0208 or 0203 telephone service for your company. Your dedicated local telephone number can be diverted to the number of your choice or access to our Wildix app which gives you the freedom to control your calls and voicemails.

**£40.00 + VAT PCM**

**£150.00 SECURITY DEPOSIT**

## MAIL HANDLING & REGISTERED ADDRESS

Our address package is great for companies that want to register their business as well as use the address for business correspondence. You will be notified of any mail, which can then be collected, forwarded, or scanned. (Please note there may be a small additional charge for post forwarding and scanning)

**£55.00 + VAT PCM**

**£200.00 SECURITY DEPOSIT**

## MAIL HANDLING & BUSINESS TELEPHONE NUMBER

Add a telephone 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 access to our Wildix app which gives you the freedom to control your calls and voicemails. You will be notified of any mail, which can then be collected, forwarded, or scanned. (Please note there may be a small additional charge for post forwarding and scanning)

**£55.00 + VAT PCM**

**£200.00 SECURITY DEPOSIT**

## CALL ANSWERING SERVICE

We will issue you your own dedicated 0208 OR 0203 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.

**£80.00 + VAT PCM**

**£200.00 SECURITY DEPOSIT**

## KINGFISHER REMOTE

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. You will be notified of any mail, which can then be collected, forwarded, or scanned. (Please note there may be a small additional charge for post forwarding and scanning)

**£135.00 + VAT PCM**

**£200.00 SECURITY DEPOSIT**

\*Please note all address services are for business use only. Registering vehicles are prohibited. All services also consist of a one off set up fee of £30.00 + VAT \*

# 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.

- Available Monday to Friday 9am-5pm
- WI-FI
- Smart TV for projection
- Book catering for breakfast, lunch or tea & coffee
- Can be booked via our website

£50.00 + VAT per hour

£150.00 + VAT half day (9am-1pm or 1pm-5pm ONLY)

£185.00 + VAT full day (9am-5pm ONLY)

INHOUSE & VIRTUAL CLIENTS RECEIVE UP TO 60% DISCOUNT ON ALL MEETING ROOMS





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







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# CATERING OPTIONS

## BREAKFAST PACKAGE

**£8.50 + VAT PER PERSON**

- Platter of fresh pastries
- Fresh fruit
- Tea & coffee
- Fresh fruit juice
- Yoghurt

## SILVER LUNCH PACKAGE

**£9.50 + VAT PER PERSON**

- Sandwich platter
- Gourmet crisps
- Fresh fruit
- Fresh fruit juice
- Tea & coffee

## GOLD LUNCH PACKAGE

**£11.00 + VAT PER PERSON**

- Sandwich platter
- Gourmet crisps
- Fresh fruit
- Fresh fruit juice
- Tea & coffee
- Sweets/Desert platter

## OTHER SERVICES

Pot of tea (unlimited refills)  
Pot of coffee (unlimited refills)  
Jug of apple/orange juice  
Plate of biscuits

**£9.00 + VAT PER POT**

**£9.00 + VAT PER POT**

**£4.00 + VAT PER JUG**

**£4.00 + VAT PER PLATE**

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# ADDITIONAL SERVICES

Photocopying	£0.15 per page (black and white) £0.25 per page (colour)
Printing	£0.15 per page (black and white) £0.25 per page (colour)
Binding	£4.50 (30 pages or less) per document £5.00 (31+ pages) per document
Scanning	£1.75 per document/letter
Laminating	£0.50 per page £1.50 per document (10 pages)
Administrative Support	£15.00 + VAT per hour
Key Cutting	£14.00 + VAT per key
Security Fob	£15.00 + VAT per fob

## CAR PARKING

Access to a parking space in our onsite car park. If you hire the space on a monthly basis, you have 24-hour access to an allocated parking space. If you hire a space for the day, it will be allocated to you on arrival.

### MONTHLY RATE

£160.00 + VAT PCM

### PAY AS YOU GO

£10.00 + VAT per space

### PAY AS YOU GO

£10 + VAT per day & Half Day parking £5 + VAT

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