

Boathouse Business Centre office facilities

The rent payable for the occupation of a serviced office suite at The Boathouse Business Centre includes the provision of certain services, which are included within the rent. Certain additional services are also available at an additional cost:

I.T/Office Equipment	Available	Included within rent
Telephone Connections	YES	NO
Fax Machine	YES	NO
Photocopier / Printer	YES	NO
Office Furniture	NO	N/A
Main Frame Server	NO	N/A

Managed Services	Available	Included within rent
Reception	YES	YES
Meeting Rooms	YES	YES (limited)
Conference Room	YES	NO

Amenities	Available	Included within rent
Access to shared kitchens	YES	YES
Microwave	YES	YES
Fridge	YES	YES
Hot Water	YES	YES
Drinks Machine	YES	NO

Security	Available	Included within rent
External CCTV	YES	YES
Secure key-fob access to building and offices	YES	YES

Utilities & Services	Available	Included within rent
Refuse Collection*	YES	YES
Cardboard & Paper Recycling Facilities	YES	YES
Electricity	YES	YES
Water Rates	YES	YES
Business Rates	YES	NO
Heating	YES	YES
Lift	YES	YES
Air Conditioning	YES	YES
General Parking	YES	YES
TV Point	YES	YES
TV Licence	NO	NO
Landscaped grounds	YES	YES

* Food/Specialist waste has to be dealt with by the tenant

Health & Safety	Available	Included within rent
Fire Alarms	YES	YES

Insurances	Available	Included within rent
Individual office contents insurance	NO	NO
Buildings Insurance	YES	YES

Additional Services	Available	Included within rent
Access to Business Support	YES	YES (limited)
Reception Services	YES	YES (part)
Postal deposit and collection	YES	YES (limited)

Where an item is identified as available but not included in the monthly payments an additional charge will be made.

In exceptional circumstances, it may be necessary for an additional charge to be made to reflect particular requirements of a business.