

Tamworth Enterprise Centre Operational Proposals

Accommodation Pricing

16 offices providing accommodation for approximately 50 persons have been constructed which will be offered to rent at a price of £20 per sq m rising to £22 per sq m after 2 years. The accommodation also offers free use of a Business Lounge and three Meeting Rooms for hire.

The Meeting Rooms can be hired per hour, per ½ day and per day. The smallest meeting room for 8 people is priced at £10 per hour / £25 per ½ day / £30 per day: the largest meeting room for 16 people is priced at £20 per hour / £50 per ½ day / £70 per day

Additional Services offered

In addition to the building accommodation the Enterprise Centre will offer the following services:

- Meeting Room Hire for external organisations
- Virtual Office Service (Accommodation Address / Mail Handling / Free Use of Business Lounge)
- Business Buffet Lunches
- Reprographic Services

The prices for Additional Services will be determined by the level of demand

TEC Policies

Licensees will be restricted to two offices so that the building does not become dominated by a single large business. Licensees will be able to move within the Business Enterprise Centre as the business increases in size. The maximum business size that could be accommodated within the Enterprise Centre is eleven employees (2 offices of 5 & 6 workstations)

The building and surrounding car parking will operate a No Smoking policy

SCHEDULE OF ACCOMMODATION

Office No. (see floor plans)	Occupancy No. of persons	Sq.m.	Inclusive Rental (monthly)	Cost per Workstation	Available
1	4	28	£560	£140	√
2	2	12	£240	£120	X
3	2	15	£300	£150	
4	3	19	£380	£127	
5	2	14	£280	£140	
6	3	20	£400	£133	
7	4	23	£460	£115	
8	4	23	£460	£115	
9	3	21	£420	£140	
10	2	10	£200	£100	
11	3	21	£420	£140	
12	2	14	£280	£140	
13	5	30	£600	£120	
14	5	30	£600	£120	
15	2	13	£260	£130	
16	6	36	£720	£120	
MEETING ROOM 1	16	£20 per hour / £50 per ½ day / £70 per day			
MEETING ROOM 2	14	£15 per hour / £40 per ½ day / £60 per day			
MEETING ROOM 3	8	£10 per hour / £25 per ½ day / £30 per day			

ADDITIONAL SERVICES SCHEDULE

Virtual Office - Accommodation Address / Mail Handling / Free Use of Business Hub	£15 per week								
Meeting Room Business Buffet Lunches	£3 or £5 per person								
Photocopying	TBC								
Printing	TBC								
Scanning	TBC								
Faxing	TBC								
Replacement Articles	<table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Front Door Key</td> <td style="text-align: right;">£25</td> </tr> <tr> <td style="padding-left: 20px;">Office Door Key</td> <td style="text-align: right;">£15</td> </tr> <tr> <td style="padding-left: 20px;">I D / Swipe Cards</td> <td style="text-align: right;">£10</td> </tr> <tr> <td style="padding-left: 20px;">Car Park Permits</td> <td style="text-align: right;">£15</td> </tr> </table>	Front Door Key	£25	Office Door Key	£15	I D / Swipe Cards	£10	Car Park Permits	£15
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