

Room	Hourly 08:00 – 17:00	Half Day Rate 08:00 – 12:00 or 13:00 – 17:00	Full Day Rate 08:00 – 17:00	Rate Information*
The School Room <i>Max 8 in boardroom layout</i>	£15.00	£45.00	£90.00	Complimentary Wi-Fi, car parking, use of flat screen TV for presentations, unlimited tea and coffee, complimentary sweets and biscuits, filtered water.
The Tack Room <i>Max 14 in boardroom layout</i>	£25.00	£75.00	£150.00	Complimentary Wi-Fi, car parking, use of flat screen TV for presentations, unlimited tea and coffee, complimentary sweets and biscuits, filtered water.
The Mane Room <i>Up to 24 delegates</i>	£30.00	£90.00	£180.00	Complimentary Wi-Fi, car parking, use of flat screen TV's and projector for presentations, unlimited tea and coffee**, complimentary sweets and biscuits, filtered water.
The Mane Room <i>25+ delegates – max 40</i>	£35.00	£105.00	£210.00	Complimentary Wi-Fi, car parking, use of flat screen TV's and projector for presentations, unlimited tea and coffee**, complimentary sweets and biscuits, filtered water.

* Laptop hire for £15.00. ** For 12 or more delegates there is a £2.00 per person charge for unlimited tea and coffee. ***Additional cost

Catering per person			
Breakfast	£3.00 Bacon or Sausage bap tea/coffee/juice	£5.95 Continental breakfast including: Toast, cereals, fruit, pastries, tea/coffee/juice	£7.95 Full English including: 2 x bacon, 1 x sausage, 1 x egg, beans, mushrooms, 1 x hash brown, ½ grilled tomato, tea/coffee/juice
Lunch	£4.00 'Meal deal' includes sandwich, canned drink & crisps	£7.95 Hot and cold buffet including sandwiches	£12.95 2 course luncheon (Main and dessert)

Notes:

- For conferences and corporate events bespoke prices are available on request.
 - Day delegate rates are based on the prices above.
 - Additional services can include staffing, stationary, soft drinks, bar, laptop, breakout rooms and conference organiser service.
- All prices are exclusive of VAT.

Office Rental
We are currently offering a <i>fully serviced office</i> (approximately 190 square feet) for rental at £175+vat per person per calendar month for a minimum of 3 people.

Virtual Office		
Basic Package £40.00+VAT per month	Standard Package £50.00+VAT per month	Executive Package £60.00+VAT per month
Business address Post Collection You get to use the business address* <<Your Company Name here>> The Stables Business Centre Walnut Tree House Astwood Lane Wychbold Worcestershire WR9 0BU <i>* Please note you cannot use this business address as your company's registered address.</i>	Business address Post Collection Phone answering service As the Basic Package plus: We will forward your mail to you on a daily or weekly basis We will answer calls on a personalised VoIP line as 'Your Company Name' and inform you via email of any message.	Business address Post Collection and forwarding Phone answering service Phone APP 20% off room hire As the Standard Package plus: We provide you with an APP that acts as an extension to your phone answering service. If you need to hire meeting rooms, we will discount you 20% from our listed prices.

Notes:

All packages also include:

- Access to the business community and invitations to all networking / corporate events & seminars held at the centre

Mail Forwarding/Handling

- We will notify you when we receive post on your behalf and we will keep it for you until it is convenient for you to collect.
- There is a 20% handling charge on postage costs if you would like mail forwarded, including special delivery, recorded delivery and courier charges etc., that you may specify
- Only one forwarding address per virtual office can be used
- You can use only one company name per virtual office

Call answering

- You receive a VoIP number which is dedicated to all virtual offices. Your calls will be answered as 'Your Company Name' and an email message or recorded message will be emailed to you.
- If you take out the Executive package you can download a VoIP APP to your mobile allowing us to forward calls to you for free which you answer through your APP and you can also make calls from the APP which will display your business office number to recipients rather than your mobile number. Any calls from your APP to our receptionist on the business line are free of charge provided you have Wi-Fi access. Any calls made from the APP to landlines or mobiles will be charged at the appropriate rate.

Payment

- You must sign an office terms agreement and office monthly charges must be paid by BACS one month in advance
- There is a no notice cancellation for you, but no refund will be made if you leave your virtual office contract before the rolling monthly expiry period