



St James House, Hollinswood Road, Telford, TF2 9TZ.

Following an £8.5M refurbishment, St James House in Telford boasts a brand new conference centre, multiple kitchens and tea points, two business lounges, an outdoor terrace overlooking the edge of a river, ad hoc meeting space, a 180 space secure car park with visitor bays, electric car charging points and 24/7 smart access to the building.

St James House offers an unbranded environment, so your business takes precedence. On site there is CCTV, showers and disabled toilets on each floor, air conditioning which is controlled manually per office, and an on site team to assist you, take post, re-direct calls and greet your guests.

Serviced Office Company offers you the flexibility that you're looking for, with all the amenities of a hotel (minus the beds!)

*For enquiries please contact: Laura Hamblett (Business Centre Manager)*

Mobile: 07340720429 Main: 01952 44 55 66

Email: [laura@servicedofficecompany.co.uk](mailto:laura@servicedofficecompany.co.uk)

## Office Rental

Your monthly office rental charge includes:

- Rent
- Business rates
- Service Charge
- Fully furnished
- Air conditioning
- Heating
- Electricity
- Complimentary tea and coffee
- On site team (available during business hours)
- On site receptionist to answer your calls in your company name, take your post and greet your guests
- Standard IT package (additional IT packages at a charge)
- Cleaning
- Maintenance (wear and tear)
- Security
- Access to two business lounges, ad hoc meeting space, and outdoor terrace
- 24/7 access
- Showers and hairdryers
- Break out areas with microwaves and seating
- Secure access via our app



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## Transport links and Car Park

Telford Central and Oakengates train stations are both within walking distance (under 15 minutes) and we have a 180 space secure car park (available upon request) with electric car charging points and bike storage / showers.

## IT/Phones

We work with our Technology Partners, Essensys, who provide our phones and broadband, along with IT Support for our customers. The standard rates are available upon request. If our IT/Telco packages do not cover your requirement, we would encourage you to speak direct to Essensys (via arrangement with Laura Hamblett – Centre Manager), who will be able to create a **bespoke package** to suit your business needs (for example if you need additional items such as dedicated bandwidth, rack space, analogue lines, printer ports etc).

## Conference Centre

We house 7 meeting rooms in our conference centre which are chargeable per hour, half day or full day. Please enquire with the on site team for our rates. These rooms are bookable out of hours through our app and are perfect for more formal meetings. If you require food to be ordered in for your meeting, please contact reception with adequate notice (minimum 72 hours notice for food). Meetings must be pre booked and are subject to availability. You will have access to our kitchen where free tea and coffee is available.

Besides the two business lounges and the kitchen facilities with break out spaces, there are other areas throughout the building built with your business needs in mind. The Wasabi suite and the mustard suite on the 1<sup>st</sup> floor are free to use (first come first serve) and great for a private 1:1 or taking a phone call, there are also ad hoc seating areas throughout the building to sit and have a cuppa or work from, and there are two internal meeting rooms for office clients to use free of charge (subject to availability and agreed hours per month), as well as 3 private booths in the business lounge area (first come first serve). You never need worry about informal and formal spaces to have team meetings, 1:1's or just get out of the office for a bit for a coffee. We also hold networking events on a quarterly basis, which is a great way to get to know other businesses in the building who may potentially serve you in some way, or your service may be of use to them!

## App

We now have an app which allows you to book meeting rooms at any time of day (including outside of office hours, so you are able to let yourself in with the app and without needing the office team to be on site), you will also have access to your invoices via the app too which you can download, you'll even be able to see any agreed contracts on there if you need to view them (although they are not able to be downloaded).

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### **Breakout spaces**

We have a large kitchen on the ground floor, leading out on to a large outdoor terrace, complete with microwaves, seating and free tea and coffee. There is a second kitchen on the ground floor which also opens on to another outdoor terrace. We also have multiple tea points around the building on each floor, so you'll never be far from a cup of tea or coffee. We provide coffee machines in each of these spaces, which serve latte's, cappuccinos etc.

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### **Business Lounge**

On the first floor we also have a business lounge, also equipped with tea and coffee, and plenty of space to bring a laptop and work in beautiful surroundings.

### **Outdoor Terraces**

We have two large outdoor terraces which overlook the edge of a lake and surrounding by greenery.

### **Environmental**

Carbon emissions offset with Climate Care, easy to use recycling facilities, automatic light detectors that reduce energy use, automatic flushes and water saving devices throughout the buildings, designer recycled furniture, chairs and carpets, bike racks, showers and changing facilities to encourage alternative transport, energy efficient heating and cooling systems, efficient Air blades in the bathrooms, offices cleaned using eco-friendly cleaning products and consumables.

### **Registered Address**

For those who aren't looking for physical office space right now but need a registered address for post to come to, we also offer virtual office agreements. Please contact centre manager for more info.

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