

# RIVERSIDE HOUSE



Serviced & Co-working  
in Tonbridge

Riverside Business Centre  
Riverside House  
River Lawn Road  
Tonbridge  
TN9 1EP

+ 44 (0)1732 783 500

[enquiries@penhurst.co.uk](mailto:enquiries@penhurst.co.uk)  
[penhurst.co.uk](http://penhurst.co.uk)

## Reception

- Highly professional and experienced reception team on hand to support with post/scanning services.
- Personal telephone answering (additional cost)
- Postal and administration services (additional cost)

## Offices

- Finished to a high standard
- Fully furnished with desks, chairs, bins and handset (additional charge for line rental)
- Wifi

## Facilities

- Kitchens, with fully functioning appliances, crockery, utensils and glassware.
- Showers
- Bike Racks
- Onsite car parking available at an additional cost.

## Board room

- Up to 10 people
- Fully equipped with conference phone, large flat screen TV as well as broadband and Wi-Fi inclusive.
- Refreshments available
- Air conditioning and heating

## Location

With views over the park and River Medway, Riverside Business Centre is in the heart of thriving Tonbridge and just a five-minute walk from Tonbridge station, with regular services to London. The Centre has excellent access to the M25 and the south coast.



# PRICE LIST



<u>Office</u>	<u>Floor</u>	<u>Size sq ft</u>	<u>Desks</u>	<u>Price</u>
17	Ground	127	2/3	£550
30	1st	132	2/3	£550
45	2nd	166	4	£750

Board Room	Tenant	External
Hourly	£40.00	£45.00
Half day (up to 4 hours)	£80.00	£90.00
Full day (over 4 hours)	£125.00	£135.00

All prices are subject to VAT

# VIRTUAL OFFICE

All prices are subject to VAT

Mailing address only (inclusive of parcel collection)	£40.00 +VAT
Registered office and mailing address (inclusive of parcel collection) *	£50.00 + VAT
The full Virtual Office experience	£100.00 +VAT
<ul style="list-style-type: none"><li>- Telephone answering</li><li>- Registered office address</li><li>- Mailing address (post and parcels)</li><li>- Postal scanning</li><li>- Meeting room hire (at additional cost)*</li></ul>	

\*For any registered office address, additional charges will apply for post forwarding.  
A one off non- refundable payment of £40 + VAT for initial administration and company checks.  
Annual charge is £100 + VAT