

# 79 COLLEGE ROAD - HARROW

## FACILITIES & SERVICES LIST

### Office Hours

- The site is accessible 24 hours a day, 365 days a year.
- The Administration team and reception staff are available Monday to Friday 8.30am – 6.00pm.

### Keys and Access Smart Cards

Two keys are provided per office one access card for entry and movement within site is provided per workstation.

- Additional or replacement keys - £10.00
- Additional or replacement access cards - £10.00

### Car Parking

Clients and guests are able to use the car parking facilities for St Ann's or St George's Shopping Centre, both within a 5 minute walking distance.

Rates for St Ann's car park are as follows:

- Up to 2 hours - £1.20
- Up to 3 hours - £2.00
- Up to 4 hours - £4.00
- Up to 6 hours - £5.00
- 6 hours plus - £8.00
- Monthly pass (Monday – Friday) - £50

If you are parked overnight without a monthly pass there is a £33 charge and there is also a lost ticket charge of £8.00

Rates for St George's car park are as follows:

- up to 1 hour - £0.80
- up to 2 hours - £1.20
- up to 3 hours - £2.00
- up to 4 hours - £3.50
- up to 6 hours - £5.00
- over 6 hours - £8.00
- Monthly pass (Monday – Friday) - £55

If you are parked overnight without a monthly pass there is a £22 charge and there is also a lost chip coin charge of £10

### Postal Services

Post handling is included in the Business Services Package. In order for the post to be franked and posted the same day the post needs to be taken to the Admin office situated on the first floor no later than 4.00pm. Please note franking in excess of 50 pieces of mail per company will be regarded as a mail shot and is subject to an administration fee.

### Courier Services

As part of your Business Services Package, courier services are available onsite. If required please hand your package over to the reception staff who will arrange for courier collection and delivery.\*Please note that once Avanta hand any items over to the courier company, all responsibility for these items are also handed over.

## Telephone Handsets

All Avanta clients receive a Cisco 7960 black and white handset as part of their business services package. A colour handset is available at a monthly cost of £5.00 per person.

Telephone programming work can be provided to set up additional features on the handsets such as; hunt groups, pick up groups and call forwarding. More information can be found on our IT and Telecoms price list or from your Centre Manager.

Call recording and outbound CLI are also available, please speak to your centre team for more information.

## Handyman Services

79 College Road has the use of a handyman service on a weekly basis. For clients wishing to hire the handyman, the rate is £40 per hour (minimum charge 30 minutes) subject to availability.

## IT Support Services

Delivered in association with ihotdesk, Avanta now offer a pay as you go IT support service, giving you access to high quality technical support with fast response when you need it, whether this is remote or desk side in your office. IT equipment can also be purchased through the Avanta team. For further information please contact the Administration team.

## Secretarial and Administration

Centre staff can carry out a range of administration support services which include:

- General word processing
- Filing
- Document preparation
- Database preparation, mail shots, e-mail campaigns
- Binding and laminating (plus materials)

All services are at a cost of £20.00 per hour (minimum 15 minutes)

## Faxes

Clients are welcome to use the College Road Fax machine, located in the Admin office on the 4th floor.

### Incoming faxes:

- 10p per page for external clients
- No charge for internal clients

### Outgoing faxes:

- 30p per page UK and national
- 50p per page international

## Photocopying

The first 2000 black & white copies are included as part of the Business Service Package for internal clients, thereafter and for external clients the following rate applies:

### Black & White

A4 copies - 10p per copy (1 – 200 copies)  
8p per copy (200+ copies)

A3 copies - 14p per copy (1 – 200 copies)  
10p per copy (200+ copies)

### Colour

|             |   |
|-------------|---|
| A4 copies - | 55p per copy (1 – 200 copies)<br>50p per copy (200+ copies) |
| A3 copies - | 80p per copy (1 – 200 copies)<br>70p per copy (200+ copies) |

### Binding and Laminating

|                       |                    |
|-----------------------|--------------------|
| Binding 1 – 20 pages  | £1.50 per document |
| Binding 21 – 40 pages | £2.00 per document |
| Binding 41 + pages    | £2.50 per document |
| Laminating            | £1.50 per page     |

### Meeting Rooms and Board Rooms

#### Internal Clients

|                          | Per hour | Per half day | Per full day |
|--------------------------|----------|--------------|--------------|
| • 6 person meeting room  | £20.00   | £74.00       | £128.00      |
| • 8 person meeting room  | £25.00   | £93.00       | £162.00      |
| • 10 person meeting room | £29.00   | £110.00      | £192.00      |
| • 14 person meeting room | £44.00   | £163.00      | £285.00      |
| • 18 person meeting room | £49.00   | £183.00      | £320.00      |
| • 28 person meeting room | £73.00   | £275.00      | £479.00      |
| • 36 person meeting room | £87.00   | £329.00      | £575.00      |
| • 46 person meeting room | £117.00  | £439.00      | £766.00      |

**Note: Meeting rooms will be charged for the first half hour, thereafter in 15 minute blocks.**

|                                       |                        |
|---------------------------------------|------------------------|
| • Tea or filter coffee with biscuits  | £2.00 per serving      |
| • Flasks of tea/coffee for 10 persons | £15.00                 |
| • Water Still/ Sparking               | £1.50 per litre bottle |

#### Internal Cancellation Charges

|   |      |
|---|------|
| • Between 24-48 (business) hours notice | 50%  |
| • Less than 24 (business) hours notice  | 100% |

#### External Clients

|                          | Per hour | Per half day | Per full day |
|--------------------------|----------|--------------|--------------|
| • 6 person meeting room  | £25.00   | £93.00       | £160.00      |
| • 8 person meeting room  | £32.00   | £117.00      | £203.00      |
| • 10 person meeting room | £37.00   | £138.00      | £240.00      |
| • 14 person meeting room | £55.00   | £204.00      | £357.00      |
| • 18 person meeting room | £62.00   | £229.00      | £400.00      |
| • 28 person meeting room | £92.00   | £344.00      | £599.00      |
| • 36 person meeting room | £109.00  | £412.00      | £719.00      |
| • 46 person meeting room | £147.00  | £549.00      | £958.00      |

**Note: Meeting rooms will be charged for the first half hour, thereafter in 15 minute blocks.**

|                                      |                   |
|--------------------------------------|-------------------|
| • Tea or Filter Coffee with biscuits | £2.00 per serving |
|--------------------------------------|-------------------|

- Flasks of tea/coffee for 10 people £15.00
- Water Still/ Sparking £1.50 per litre bottle

**Day Delegate Rate from £39.00 per person – minimum of 6 persons**

**External Cancellation Charges**

- 7 days or more 0%
- Between 3 – 6 days 50%
- Less than 48 hours notice 100%

**Catering**

Avanta College Road is able to provide a full range of beverages, breakfasts, lunches and general corporate catering for your day to day business needs.

**Audio Visual Presentation Equipment**

The following equipment is included within your room hire:

- White boards
- One flip chart
- Conference telephone (charges apply)

There is a full range of other equipment for hire as and when required, including the following:

|                      | <b>Hour</b> | <b>Half Day</b> | <b>Full Day</b> |
|----------------------|-------------|-----------------|-----------------|
| • Plasma Screens     | FREE        | FREE            | FREE            |
| • LCD Projector      | £15         | £15             | £15             |
| • TV / VCR           | -           | £45             | £75             |
| • Video-Conferencing | POA         |                 |                 |

All audio visual presentation equipment is to be booked in advance. For the latest range of equipment and rental prices please visit [www.avanta.co.uk](http://www.avanta.co.uk) ('Equipment & Catering' under the 'Meeting Rooms' tab).

We can now supply a range of AV equipment if and when you need it, including laptops, Camcorders, PA sound equipment, role play equipment (TV/video combi, camcorder with tripod and mic) and much more. Please contact [info@avanta.co.uk](mailto:info@avanta.co.uk) for more information.

**Additional Furniture and Sundries**

For any additional office furniture or equipment please contact your Business Centre Manager. Avanta has key partnerships with suppliers in order to provide you with the latest range of products to choose from.

**\*\* All prices quoted exclude VAT**