



# THE HUB

Serviced Offices at Roffey Park Institute

# Find the right office space for you

Fully equipped, private office space with great facilities, we look after everything to ensure you can focus on what you do best – running your business. The Innovation Hub includes 18 serviced offices for 1 to 5 people: which are fully furnished and ready to move into with all the essential services sorted.

The Hub is designed to be a thriving community for businesses, start-ups and entrepreneurs. Each spacious office comes equipped with office furniture, internet access via superfast safe and stable wi-fi and a fully staffed Reception Service

Whether you simply need a great place to work or the opportunity to facilitate new connections and spark collaboration - there's place for you at The Hub.

## More than just office space



Free Parking



Fully staffed reception service



Free access to relaxation zone



Free access to leisure facilities - indoor pool, jacuzzi, sauna steam room and small gym



Tea, coffee and hydration station



Single monthly fee for all the essentials



Restaurant available to book for breakfast, lunch and dinner



Discounted rates on food, meeting rooms and accommodation

# About Roffey Park Institute

Roffey Park Institute is an international executive education organisation based in the UK, Europe and Asia Pacific. Our venue provides purpose built training, meeting and conference facilities for a range of events from 2 to 100 people. It also offers 60 en suite, contemporary bedrooms along with a restaurant, leisure facilities, bar and lounge. Perfectly located in 40 acres of beautiful Sussex countryside, Roffey Park Institute is easily accessible by road from the M23, A23, A264 and is close to Horsham and Crawley with Haywards Heath and Brighton only 20 minutes away.

## Included in the package

- Monthly rolling contract
- Reception service (visitors, telephone and post)
- Free parking
- Desks and chairs for the occupancy
- Storage such as bookcases and cabinets if required
- Electricity and Heating
- Two keys
- Daily cleaning and rubbish removal
- Internet access via secure high speed wi-fi connectivity. Other IT services can be available for an additional charge
- All offices are accessible with toilet facilities in close proximity
- Emergency in house maintenance and IT support team on site
- Access to communal spaces
- Access to kitchenette with fridge, microwave, hot drink making facilities with tea and coffee provided
- Access to gym, indoor heated pool, jacuzzi, steam room and sauna. Changing rooms and showers available
- Access to 40 acres of rural grounds
- Discounted rates for meeting rooms, training facilities, hotel accommodation, restaurant
- Access to bar (from 18.00)
- CCTV with 24hr security
- Normal office access is 08.00-18.00 Monday-Friday  
(Access outside these times is available Monday to Friday and occasional weekends by arrangement)
- Closed Bank Holidays and the period between Christmas Eve and New Year

For more details, viewing information and  
an application form please contact

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# Rates

Room No.	Capacity (people)	Size (sq.ft)	Introductory rate £	Standard rate £
101	1	100	500	600
102	2	192	750	850
103	1	130	600	700
104	1	176	650	750
105	1	150	600	700
106	1	120	600	700
107	5	300	1200	1300
108	2	195	600	700
109	2	195	600	700
110	2	195	600	700
111	5	330	1200	1300
112	4	286	1000	1100
113	3	250	900	1000
114	2	180	650	750
115	1	120	400	500
MPS1	4	362	1100	1200
MPS2	1	120	400	500
MPS3	2	136	500	600
The MPS suite can be leased as an entire unit			1800	2000

## Terms and Conditions

### Access

The licensee will be able to access the innovation hub from 08:00-18:00 Monday-Friday. Access at other times maybe possible if the site is open and with the written agreement of the Facilities Manager. The site is closed on Bank Holidays, Christmas Eve and the period between Christmas and New Year until the day after New Years Day.

The licensor will issue to the licensee two sets of keys to the room which must be returned on termination of the license. If the licensee requires more keys or replacement keys then the cost must be covered by the licensee.

The licensee must agree to give the licensor, or anyone authorised by the licensor, access to the room on request at any time for any reason.

The licensor will give a full health, safety and security briefing to the licensee on induction. The licensee must undertake their own risk assessment for safe working and submit this to the licensor for verification. The licensee must follow all guidance given by the licensor in respect of best safety practice. The licensee must

keep their room tidy and uncluttered at all times so as to not present a fire risk to the site. The licensee must respond to fire alarms by evacuating and follow the instructions of site safety staff at all times.

The licensee must keep the interior of the room and any fixtures and fittings in good working order. They must make good any damages to the room, redecorate if required and or replace any items damaged or broken with articles of a similar kind or value. The licensee must not make any structural alterations to the room.

The licensee must take out their own contents insurance and be always responsible for their own possessions. The licensor will not be liable for any loss or damage of the licensee's property.

The licensee must not exceed the stated capacity of the room nor sub let or share occupation with another organisation.

No pets are allowed on site.

No food is to be cooked in the room. Shared kitchenette facilities with light preparation equipment is provided for licensees to use.

## Use of the Institute areas

Licensees may use the public areas of the building, subject to availability but must respect the business environment that is operated at all times and be respectful of other users.

Licensees must not access the Institute Client refreshment areas unless pre agreed – for which there will be a charge. The refreshment area for licensee's use is within the leisure area.

Licensees may book a meeting room, a restaurant table or accommodation all at reduced rates, subject to availability via the Roffey Park Services sales team.

This License may be terminated at any time the Licensor chooses to terminate it with no reason needed to be given with not less than 30 days' notice, and by the Licensee on not less than 30 days' notice.

## Payment terms

The licensee shall pay one month's rent in advance as a deposit. The licensee will charge one month's rent in advance on the first of each calendar month and for all subsequent months of occupancy.

There is no reduction in rent for Bank holidays. December will be charged at 75% rent.

The licensee shall pay the deposit in advance and then set up a direct debit / bank transfer for the rent to be paid promptly on the first of each month.

All rents quoted are exclusive of vat. VAT will be charged at the appropriate rate at the time.



Roffey Park Institute, Forest Road, Horsham, West Sussex RH12 4TB

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