

CUDWORTH SEMINAR/MEETING ROOM HIRE

We have seminar/meeting rooms available for hire.
Refreshments and/or buffets can be arranged if required.

Tenant Bookings

	per hour
Room 1 (Seats 24 Board/36 Theatre/20 U Shape)	£8.40
Room 2 (Max. 12 People)	£6.40
Room 1 & 2 (Seats 30 Board/ 50 Theatre/ 36 U Shape)	£12.00

External Bookings

	per hour
Room 1 (Seats 24 Board/36 Theatre/20 U Shape)	£10.50
Room 2 (Max. 12 People)	£8.00
Room 1 & 2	£15.00

Ample Car Parking is available on site for your Meeting Room delegates (please inform when booking if a high volume of traffic is expected).

Prices stated are exclusive of VAT, and include OHP, Screen, Flipchart and WI-FI. (all subject to availability).

External Bookings

	price
Coffee	£3.00 per flask (8 cups per flask)
Tea	£1.80 per flask (6 cups per pot)
Orange Juice	£1.00 per litre
Mineral Water	£1.00 per litre
Biscuits	£2.20 per packet

Buffets can be arranged (please ask for details)

Important Note: Meeting Rooms are available for hire **Monday to Friday - 08.30am to 4.30pm**. Rooms must be vacated by 4.30pm prompt. Please complete and return your Booking forms to Central Services as confirmation of your room hire and refreshment requirements.

DIRECTIONS & LOCATION

From A1/M62

Exit the A1/M62 at the Pontefract interchange and head towards Pontefract. From Pontefract pick up A654 Barnsley and follow this road through Ackworth, Hemsworth and Brierley to Cudworth (approximately 10 miles). In Cudworth there is a sharp right hand bend followed by a Pelican Crossing. Immediately after the crossing turn left onto Snyderdale Road [signed Darfield and Dorothy Hyman Sports]. 50 metres on the right, green gates into The Business Village Cudworth.

From A1 South

Exit the A1 at the Marr interchange and follow A635 Barnsley. Follow the A635 through Goldthorpe and Darfield. At Ardsley the road goes to dual carriageway, get into the right hand lane for the roundabout at the bottom of the hill, take the fourth exit signed Wakefield. At the next roundabout take the third exit, A628 Pontefract. Take the fourth exit at the next roundabout under the railway and up into Cudworth. After the first Pelican Crossing and 50 metres before the second Pelican Crossing turn right onto Snyderdale Road [signed Darfield and Dorothy Hyman Sports], 50 metres on the right, green gates into The Business Village Cudworth.

From M1

Exit M1 Junction 37, follow the A628 towards Barnsley, keep in the left hand lane. At the first roundabout take the fourth exit (to Wakefield and Pontefract). Follow the dual carriageway and at the second roundabout take the second exit (to Wakefield and Pontefract). Stay in the left hand lane and take the first slip road, 100 metres signed Pontefract. At the bottom of the slip road turn right towards Pontefract on the A628. At the first roundabout take the second exit, A628 Pontefract. Take the fourth exit at the next roundabout up the hill and into Cudworth. After the first Pelican Crossing and 50 metres before the second Pelican Crossing turn right onto Snyderdale Road [signed Darfield and Dorothy Hyman Sports], 50 metres on the right, green gates into The Business Village Cudworth.

The
Business
Village

CUDWORTH

@BarnsleyBIC



CONTACT

The Business Village Cudworth
Snyderdale Road, Cudworth Barnsley, S72 8RP

Tel: 01226 715555

Email: cudworth@barnsleybic.co.uk

Web: www.BarnsleyBIC.co.uk

Services **Guide**
Cudworth

FACILITIES

The Business Village Cudworth is a shared, fully managed facility providing an extensive range of business support services to innovative, technology and knowledge based businesses. Our tenant companies are free to carry out their day-to-day activities without the inconvenience of sourcing a wide range of business support services - security, reception, switchboard, incoming and outgoing postal services, waste disposal, office cleaning, together with free car parking spaces across site.

We offer a full range of office services including word processing, document binding, photocopying and collating.

Services

Word Processing/Mail-merge/Mail-shots
Please contact reception to discuss your requirements

£
POA

Standard Comb Binding

Cost of Consumables

Comb Binding

Cost of Consumables
(Various sizes & combinations)

Laminating

A4 £1.00
A3 £1.50

Scanning (per page)

£0.25

Please note:

The scanner/binding/laminating machines may only be operated by The Business Village Cudworth Staff.



POSTAL SERVICES

Outgoing Post

Please bring your outgoing mail to Central Services no later than 3.20 pm. Mail should be initialled with your company name and marked 1st, 2nd, airmail, special delivery etc. To indicate which service you require.

The following postal services are provided:-

- Special Delivery
- Recorded
- Airmail

Please make your own arrangements for any single item of mail weighing over 2kg as these cannot be franked at The Business Village Cudworth.

Franking of Mailshots

Please bring your mail-shot to reception for weighing and pricing ensuring one week's notice together with pre-payment to allow sufficient credits to be downloaded to the franking machine.

Incoming Post

We aim to ensure that your incoming mail is sorted and placed in your post box, every weekday morning (Monday-Friday) within ½ hr of the mail being delivered to The Business Village Cudworth reception by Royal Mail.

Postal Charges

Less than 100 items per day

Price + 10% handling charge

100 items or more per day, (maximum of 500 items per day)

Price + 20% handling charge

Parcel Deliveries

For deliveries requiring signature, please sign and collect immediately from reception. With your express permission, we are able to sign for parcels (unchecked) when no-one from the tenant company is on site. For larger deliveries, please arrange for a member of your company to be available to sign in, supervise placement and accompany the courier whilst on site. Business Village Cudworth does not accept responsibility for deliveries.

Please ensure you give your company name when ordering from suppliers. Insufficiently addressed deliveries may have to be returned to the supplier.

UNIT KEYS

Tenants are provided with 3 unit keys, thereafter extra keys are chargeable at £20.00 inc VAT.

POST BOX KEYS

One post box key will be provided per tenant. Extra keys required due to loss or damage will be recharged accordingly.

SECURITY/ID CARDS

Replacement for lost security card	£5.00 + VAT
Replacement lanyard	£0.50 + VAT
Replacement plastic wallet	£0.50 + VAT

PHOTOCOPIER

A Canon photocopier is situated in Central Services. This machine has the ability to copy, collate, reduce, and enlarge plus many other features. Tenant Companies require a PIN number to access the photocopier, please contact Central Services for your company number.

If you require assistance with any photocopying please contact Central Services on Ext. 2302

Prices

All black and white photocopies will be rechargeable at **5p per copy**

