



SEMINAR/MEETING ROOM HIRE

Prices

Tenant Bookings	p/h	½ day	per day
East & West Meeting Rooms (Seats 24 Board/48 Theatre)	£16	£60	£120
Large Meeting Room (Max. 12 People)	£11	£35	£70
The Glass Office	£10	£25	£50

External Bookings	½ day	per day
East & West Meeting Rooms (Seats 24 Board/48 Theatre)	£ 80	£150
Large Meeting Room (Max. 12 People)	£ 50	£ 95
The Glass Office	£25	£50

Important Note:

External clients:

The Business Village meeting rooms are available for hire:

Monday to Friday: 9.00am to 4.30pm

Rooms must be vacated by 4.30pm prompt.

The Business Village tenants can hire meeting rooms

Monday to Friday: 8.00am to 7.30pm

Rooms must be vacated by 7.30pm prompt.

Please complete and return your booking forms to main reception as confirmation of your room hire and refreshment requirements.

The East and West Meeting Rooms house the latest electronic presentation equipment along with access to Wi-Fi for internet connection, plus many other features.

Prices stated above include OHP, Screen, DVD/ Television, Flipchart (all subject to availability).

Please note that prices are not guaranteed and may be subject to increase.

REFRESHMENTS

An extensive range of hot or cold buffets and refreshments are provided by our on site caterer directly to your meeting room, or you may wish to reserve a table in the Bistro.

Full details and prices are available from the Bistro on **01226 249590 ext 2444**. You may access the Bistro booking form on the The Business Village website at **www.BarnsleyBIC.co.uk** or from The Business Village main reception.

Please be aware that Bistro prices may be subject to change.

DIRECTIONS & LOCATION

From M1 Southbound

Exit M1 at Jct 37, follow the A628 towards Barnsley. At the first set of traffic lights turn left, continue for ¾ mile to traffic lights at Crossroads (hospital on left), go straight across and down Greenfoot Lane. At the junction turn left onto Huddersfield Road, continue for approximately ¼ mile, you will see the The Business Village on the left. As you turn into Innovation Way, take the second right, the visitors car park is on your left.

From M1 Northbound

Exit the M1 at Jct 38, take the third exit at the roundabout under the motorway signposted A637 Barnsley. Stay on this road, following the signs for Barnsley. At the small roundabout carry straight on following signs for Barnsley A635. About ½ mile along and just over the hill, turn right into Innovation Way and take the second right, the visitors car park is on your left.

CONTACT

The Business Village @BarnsleyBIC

Innovation Way, Wilthorpe,
Barnsley, S75 1JL

Tel: 01226 249590 **Fax:** 01226 249625

Email: reception@BarnsleyBIC.co.uk

Web: www.BarnsleyBIC.co.uk

The
**Business
Village**

@BarnsleyBIC



Services **Guide**
Wilthorpe

FACILITIES

The Business Village 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 such as security, reception, switchboard, incoming and outgoing postal services, meeting rooms, waste disposal, office cleaning, networking, business support, advice, guidance, financial advice and mentoring, together with free car parking across site.

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

Services	Cost
Word Processing/Mailmerge Mailshots (Please contact reception to discuss your requirements)	POA
Comb Binding (Various sizes & combinations)	POA
Thermal Binding	
Regular	£1.50
With leather grain board	£1.80
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 Staff.



POSTAL SERVICES

Outgoing Post

Please bring your outgoing mail to Central Services no later than 4 pm. Mail should be initialed 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
- Printed Papers
- Airmail

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

Franking of Mailshots

Please bring your mailshot to reception for weighing and pricing, ensuring one week's notice is provided, to allow allocation of sufficient credit onto 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 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

Post Box Keys

One post box key will be provided per tenant.

Extra keys required due to loss or damage will be recharged at £5.00 per key

UNIT KEYS

Individual unit keys are issued on receipt of a returnable deposit of £20 per key.

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 and accompany the courier whilst on site. The Business Village 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.

PHOTOCOPIER

The Business Village has 2 photocopiers situated in Buildings 1 and 2. The machines can copy, collate, reduce and enlarge, plus many other features. Tenant companies require a PIN number and pass code to access the photocopiers - please contact main reception for your company number and pass code.

If you require assistance with any photocopying please contact reception on ext. 0.

(Colour copying available at reception)

Prices

Black & White A4	5p per copy
Colour A4	9p per copy
Black & White A3	15p per copy
Colour A3	30p per copy

SECURITY/ID CARD

Replacement for lost security card	£5.00 + VAT
Replacement lanyard	£0.70 + VAT
Replacement plastic pocket	£0.50 + VAT