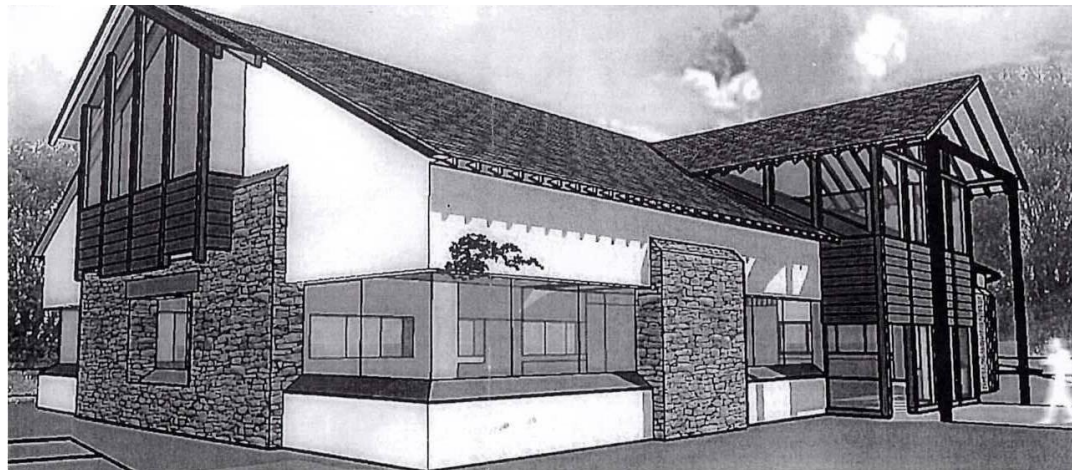


**Offices available Kendal area, easy in easy out terms  
Conference & meeting rooms available for hire  
All from September 2010**

**Enterprise House  
Meadowbank Business Park  
Shap Road  
Kendal  
LA9 6NY**

**To enquire call Cumbria Rural Enterprise Agency on 01768 891 555**

**To enquire about meeting room hire call 01539 726624**



**Room booking prices as of 1<sup>st</sup> September 2010 Contact : 01539 726624**

		<b>£</b>
Meeting Room (up to 10 people)	half day	30.00
Meeting Room	full day	50.00
Conference Room A section (up to 50 people)	half day	60.00
Conference Room A section	full day	110.00
Conference Room B section (up to 20 people)	half day	50.00
Conference Room B section	full day	90.00
Conference Room A + B section (up to 70 people)	half day	100.00
Conference Room A + B section	full day	190.00

**Catering**

Tea\Coffee\Tray Bakes	per serving per person	1.30
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**Conference Centre and Training Rooms Terms and Conditions****Booking Cancellation**

Please notify us of cancellation at least 14 days prior to the event date so that we have the opportunity to rehire the room. Cancellation within 14 days of the event date will be charged at the full rate unless this is due to unforeseen circumstances such as severe weather or disruption to travel services.

**Parking**

For the sake of the environment please try to car share or use alternative transport. Parking spaces are provided on a first come basis, but please be aware that other businesses use these parking spaces on a daily basis so please park with consideration for others. Disabled parking bays are available at the round end of the building.

**Food**

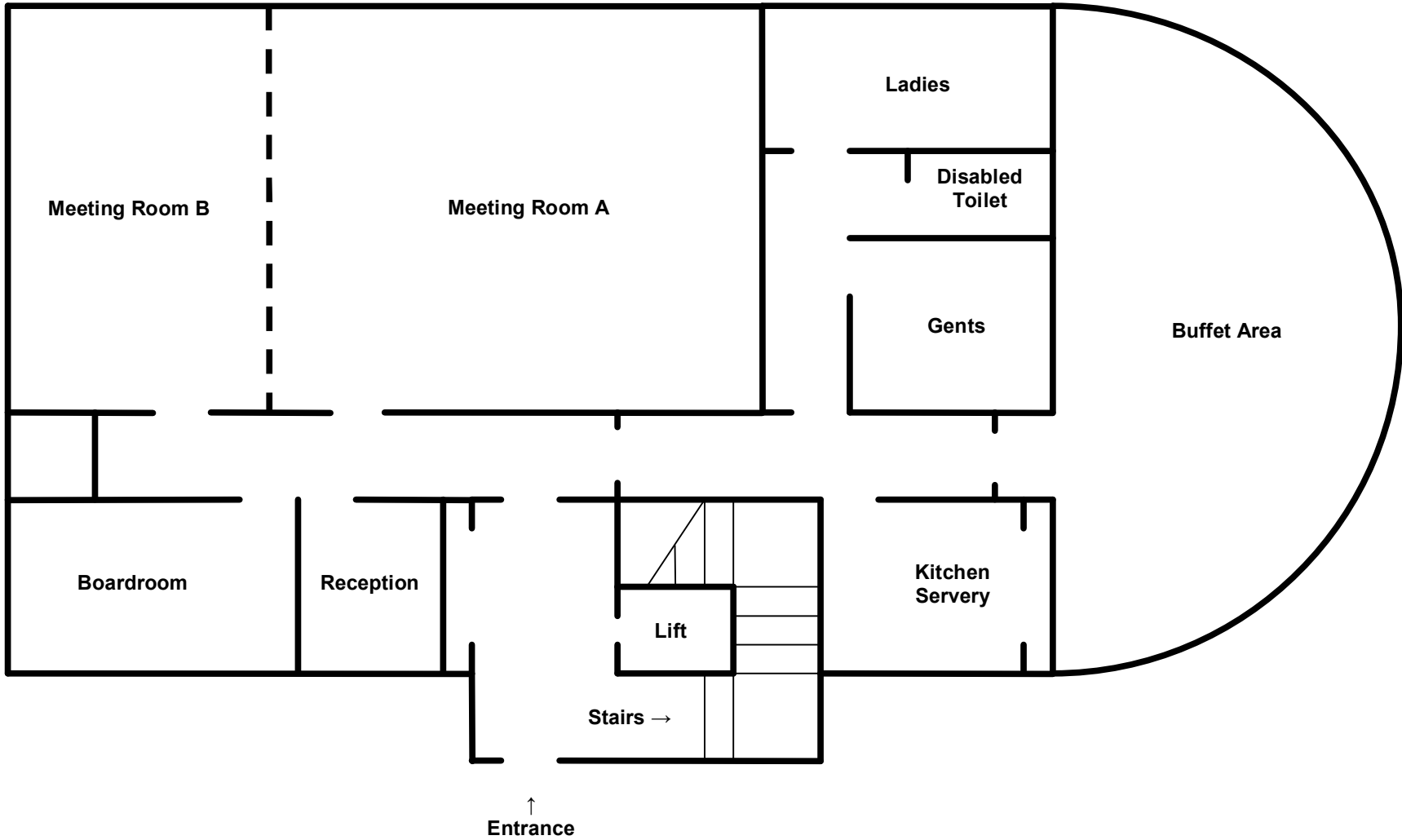
If food has been ordered, this will be laid out in the foyer, and a notice provided to show which group the food is for. Visitors are asked not to take food that has been provided for another group. Visitors are requested not to take food into the meeting rooms, coffee and other drinks are however acceptable.

**Session Times**

Please note that session booking times run from:-

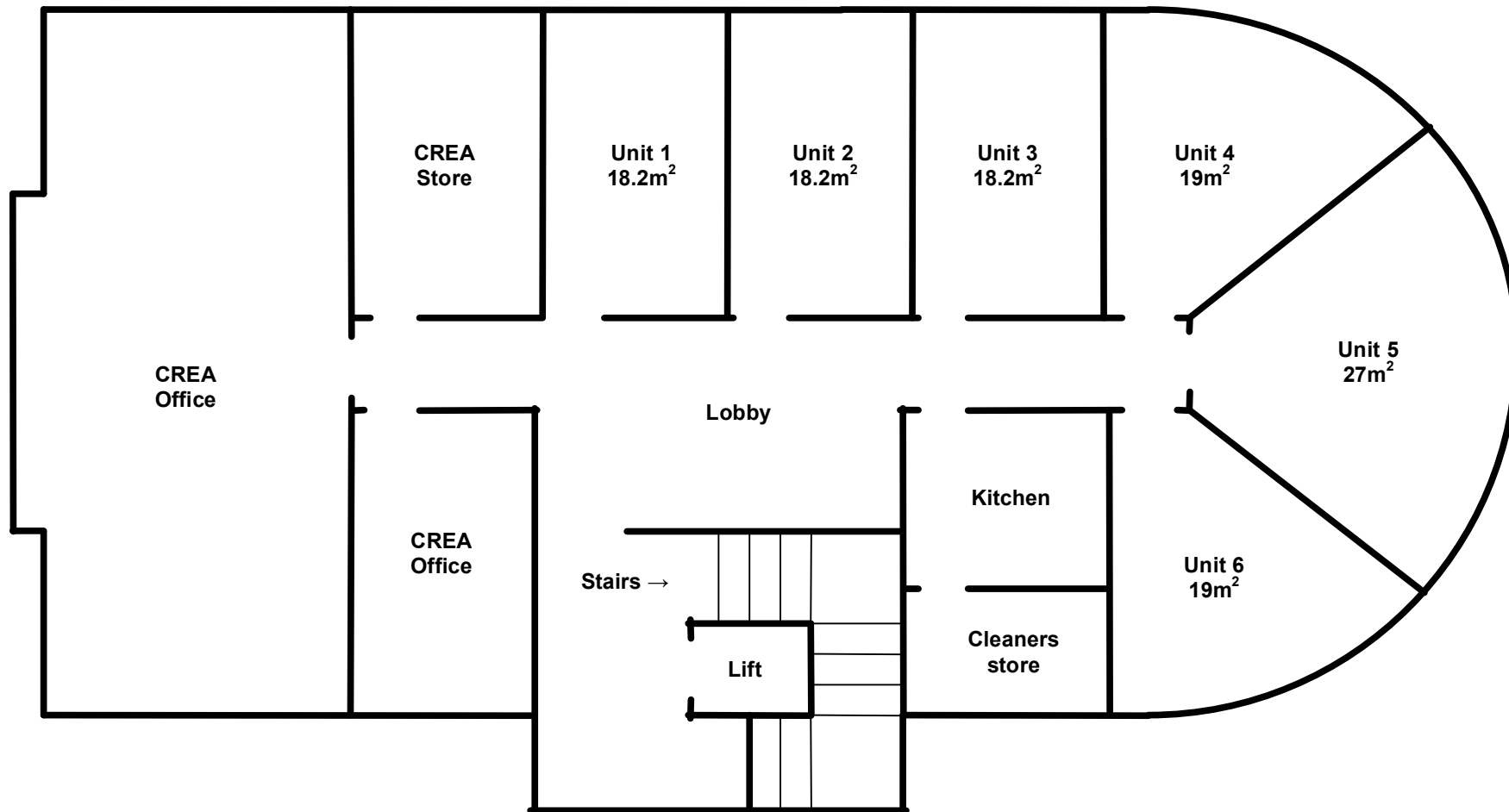
- 09.00 – 12.30 (half day am)
- 13.00 – 16.30 (half day pm)
- 09.00 – 16.30 (full day)

The above session times are to allow staff to clear rooms & prepare for the next meeting. Please be considerate & vacate the rooms at the times requested.



**Enterprise House Meeting Room Map**

Room A max 50 people, Room B max 20 people, combined max 70  
Board room max 12 people, catering and refreshments available.



Enterprise House First Floor Business Units

<b>Unit number</b>	<b>Area m<sup>2</sup></b>	<b>License Fee</b>	<b>Service Charge</b>	<b>Total £ per month</b>
1	18.2	250	200	450
2	18.2	250	200	450
3	18.2	250	200	450
4	19	260	200	460
5	27	310	220	530
6	19	260	200	460

Prices are exclusive of VAT

Office accommodation comprises, two L shaped desks with pedestal drawer units, two typists chairs, one filing cabinet.

Two Telephone extensions, and a fax line, two direct dial telephone numbers, up to four broadband internet connections points.

Toilet facilities are on the ground floor where there is also a disabled toilet, and a lift is provided for access to the first floor.

Car parking is available either in our car park or the adjacent lay by, There are two spaces to the South of the building for disabled car parking.

Shared use of Kitchen facilities fridge, kettle, microwave etc.

We encourage use of recycling by providing segregated bins for plastics, metal, glass and paper.

Tenants are provided with their own key, and alarm code, and can access the premises seven days per week, and twenty four hours per day.

Outside areas and the entrance lobby are monitored by CCTV, and a call phone is presented by the front door for visitors out of office hours.

License fee and service charge include heating, power and rates, telephone charges and copier / printing charges are billed monthly.