











THE HUB

Serviced Offices at Roffey Park Venue

ROFFEY PARK VENUE

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 Venue

Roffey Park 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 Venue 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 12.00)
- 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

Helen Surley – helen.surley@roffeypark.com

Rates

Room No.	Capacity (people)	Size (sq.ft)	Standard rate
101	1	100	£660
102	2	192	£800
103	1	130	£650
104	1	176	£750
105	1	150	£700
106	1	120	£500
107	5	300	£1300
108	2	195	£750
109	2	195	£750
110	2	195	£750
111	5	330	£1300
112	4	286	£1000
113	3	250	£1000
114	2	180	£600
115	1	120	£400
MPS1	4	362	£1200
MPS2	1	120	£500
MPS3	2	136	£600
The MPS suite can be leased as an entire unit			£2000

Terms and Conditions

Access

The licensee will have access to the Innovation Hub from 08:00 to 18:00, Monday to Friday. Access outside these hours may be 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 from Christmas until the day after New Year's Day.

The licensor will provide the licensee with two sets of keys, which must be returned upon termination of the license. Any additional or replacement keys will be at the licensee's expense.
The licensee must grant the licensor, or any authorized representative, access to the room upon request at any time for any reason.

The licensor will provide a full health, safety, and security briefing during the licensee's induction. The licensee must conduct their own risk assessment for safe working and submit it to the licensor for verification. All safety guidance provided by the licensor must be followed.

The licensee must keep their room tidy and uncluttered at all times to prevent fire risks. They must respond to fire alarms by evacuating and follow the instructions of site safety staff at all times.
The licensee is responsible for maintaining the interior of the room, including fixtures and fittings, in good working order. Any damages must be repaired, and if necessary, the room must be redecorated, or damaged/broken items replaced with similar ones of equal value. No structural alterations may be made to the room.

The licensee must take out their own contents insurance and remain responsible for their possessions at all times. The licensor will not be liable for any loss or damage to the licensee's property.
The stated room capacity must not be exceeded, and the licensee may not sublet or share occupation with another organization.

No pets are allowed on-site.
Cooking is not permitted in the room. Shared kitchenette facilities with light preparation equipment are available for licensees to use.

Use of the Venue areas

Licensees may use the public areas of the building, subject to availability, but must always respect the business environment and be considerate of other users.

Access to the Venue Client refreshment areas is not permitted unless pre-agreed, for which a charge will apply. The designated refreshment area for licensees is within the leisure area.

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

This license may be terminated by the licensor at any time with no reason required, provided at least 30 days' notice is given. The licensee may also terminate the license with a minimum of 30 days' notice.

Payment terms

The licensee shall pay one month's rent in advance as a deposit. Rent will be charged one month 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% of the standard rent.

The deposit must be paid in advance, and the licensee must set up a direct debit or bank transfer to ensure rent is paid promptly on the first of each month.
All rent amounts quoted are exclusive of VAT, which will be charged at the applicable rate at the time.

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

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