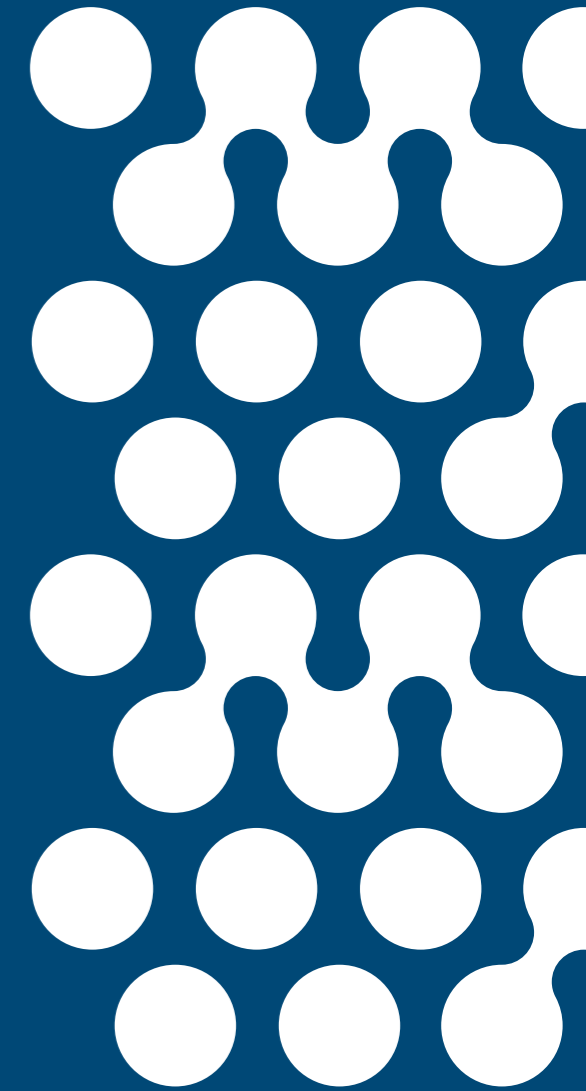






- 04 What's here for you
- 06 Virtual packages
- 08 Serviced offices
- 10 Meeting rooms and conference facilities
- 12 Our services
- 14 What our customers say
- 16 Find your bearings
- 18 Join our community



Welcome

Whether you're starting or running a small or medium-sized enterprise (SME) and you need flexible office space, our thriving Innovation Centre in the heart of Milton Park is the perfect place for you.

Located in Oxfordshire, we're more than just a business park; we're a community set in beautiful, landscaped grounds, with excellent amenities, where individuals and businesses can flourish.

The Innovation Centre provides you with not only flexible workspace and business support but also opportunities to connect with like-minded companies as you can join our regular networking events and access the wider community.

Run by our experienced and dedicated team, they develop strong and lasting relationships with their customers to support you as you grow.



What's here for you?

The Innovation Centre has a variety of business space and service options for start-ups and SMEs.



Own office or building



Medium to large office



Small office



Virtual

Virtual packages



If you're looking to create a professional impression to your customers but don't need an office, our virtual package may be the perfect solution.

With a choice of two monthly packages to suit your needs. That include essential services such as a Milton Park mailing address, an individual telephone number and a full reception service during office hours.

You will also benefit from discounted rates on our meeting and conference rooms and invitations to our networking events.

1 - Postal

Business mailing address

- Personal post box
- Mail and parcel handling

Programmed fob for 24/7 access

Milton Park directory listing

2 - Virtual

Direct dial telephone number

- +44 (0)1235 number
- Optional telephone answering service

Business mailing address

- Personal post box
- Mail and parcel handling

Programmed fob for 24/7 access

Milton Park directory listing

Serviced offices



We cater for small and medium businesses between one and 30 people with office space starting from 85 sq ft up to 2,200 sq ft (8 sq.m to 205 sq.m).

What's more, to give you flexibility, our office space agreements are licences, not leases, with a four-week notice period.

We offer furnished and unfurnished workspaces.

The monthly charges are clear and transparent giving you peace of mind that your costs are under control.

- Reception services
- Business lounge
- Communal break-out space
- Kitchen facilities
- Free parking
- Shuttle bus service from Didcot Parkway
- Business rates and service charges
- Utilities
- Building cleaning and maintenance
- Events.

When you join, our welcoming and experienced team is there to ensure that you settle in as smoothly as possible.

“Having a licence with a four-week notice period means that it's one less thing to think about when starting up a business or making that first commitment to office space. Knowing that they have options because they aren't tied into a long lease means they can focus on everything else.

Having flexibility does not mean it is necessarily used, as we have some customers who have been with us almost ten years!”

Nikki Gibson, Head of Flexible Workspaces
Milton Park

Meeting rooms and conference facilities

The Innovation Centre has several purpose-built meeting rooms and conference facilities which you can hire for meetings, training sessions, events, interviews, seminars and exhibitions.

They can accommodate up to 60 people and the friendly team will arrange everything for you from refreshments to seating layout.

Included in your booking

- Wi-fi and LAN connections
- TV Screens
- Flipcharts, wipeboards and markers
- Inclusive hot beverages in selected rooms as indicated.
- Video conferencing in selected rooms, as indicated.

Available extras

- Breakfast and lunch catering
- Printing and scanning (charges apply)

Business lounge

You can meet work colleagues or clients away from the office in a relaxed, informal place in the Innovation Centre's ground floor business lounge.

It's a great facility available to everyone from 8.30am to 3.30pm and seats up to 50 people.

It also houses our café serving fresh and locally sourced coffee, breakfast and lunch.

- Free wi-fi
- Charging points
- Relaxed atmosphere.



Room	Room capacity	Video conferencing	Inclusive hot beverages	Milton Park			Off-Park Customers		
				Hourly Rate	Half Day Rate	Full Day Rate	Hourly Rate	Half Day Rate	Full Day Rate
Winterbrook	6 Roundtable			£25		£125	£38		£190
Shillbrook	6 Roundtable	Yes		£25		£125	£38		£190
Evenlode	15 Boardroom	Yes	Yes		£144	£240		£180	£300
Letchcombe	15 Boardroom				£174	£288		£216	£360
Thames	60 Theatre 25 U-shaped		Yes		£244	£400		£315	£525
Cherwell	30 Theatre		Yes		£186	£310		£234	£390
Ock	12 Boardroom		Yes		£135	£225		£165	£275

*All prices are subject to VAT



Our services

While you are here

IT assistance

Our Innovation Centre-based IT partners CTS can provide IT assistance on request at £95 per hour.

Post

Each day, incoming post is sorted by the reception team and placed in your allocated post box. Outgoing, stamped post can be left with reception for Royal Mail collection. Alternatively, outgoing post can be franked by reception for Royal Mail collection at approximately 4pm daily, for a 12.5% handling fee.

Parcels

Incoming parcels are signed for by reception and available to collect between 8.30am and 5pm.

Printing and copying

A photocopier is available for small quantities and reception can arrange copying for larger quantities.

Costs are:

- A4 Black and white – 15p per page
- A3 Black and white – 30p per page
- A4 Colour – 50p per page
- A3 Colour – £1 per page.

Scanning

Documents can be scanned and emailed to you at a charge of £1.00 per document.

Catering

Catering can be ordered in advance via reception to be delivered to your meeting room or office. Please contact reception for the menu and price list.

Moving out

Notice

Should you choose to move on, our licence contracts are flexible with only four weeks' notice required to terminate your agreement.

Diverts

Post can be forwarded to your new address for one month at our standard postage rates, which can be extended at an additional cost. Our reception staff will inform any callers of your change in contact details.

Charges and deposit

You will be responsible for restoring your room to its original state under the terms of your licence. Once your account has been cleared of any charges your deposit will be returned.

Moving in

Administration fee

To arrange the full set up of your account including contracts, checks, finances, signage and reception service instruction, we have an administration fee:

- Office licences – £200
- Virtual agreements – £120.

Telecomms

Our telephone system offers a range of functions including conferencing, history log, contact list and voicemail to email capability.

Telephone lines – All packages, excluding postal accounts, include one direct dial-in and local number (+44 (0)1235). This number can be routed via reception, in a hunt group, direct to your handset or mobile. Additional direct dials are available at £7.50pcm per line.

Handsets – Digital handsets with individual internal extensions cost £15 pcm each.

Analogue lines – Analogue lines, required for fax and conference phones, cost £8 pcm each.

Call answering service – The reception team can answer your incoming calls as per your script between 8.30am and 5pm Monday – Friday, excluding bank holidays.

Telephone charges – Call charges are recharged at BT Business Choices 2 rates in arrears.

More advanced features such as call recording, integration to existing applications, collaboration with handheld devices or home phones are available with an upgraded package.

Telecomms and bandwidth set-up and IT assistance

Our on-site service provider will set-up both telecomms and bandwidth for a fee of £200. Any additional telephone handset or lines required at a later date can be installed for a reduced set-up fee of £15 each.

All offices require a router. We can supply and configure a router on your behalf at set up, options will be supplied at this stage.

Broadband speeds

The Innovation Centre offers an Asynchronous Contended superfast bandwidth service through a managed switch, which is monitored 24 hours a day, seven days a week, via a dedicated fibre link.

We offer the following standard packages but on request, can also quote for synchronous uncontented or contented connections.

Download/upload speed pcm:

- Micro-Units 30Mb/10Mb – £40pcm
- Standard Use 30Mb/10Mb – £55pcm
- High Use 60Mb/20Mb – £95pcm.

Deposit

A deposit of 1.5 months' licence or service fee is held for the duration of your occupation and returned when you vacate.

Security access fobs

Based on your room size, a number of security access fobs are supplied as part of your package. Additional and replacements fobs are available at £22.50 each.

Rack space

Each occupier is entitled to 1 U of space in our managed communications room. Additional Us cost £20 pcm each.

Generator back-up

For complete peace of mind, equipment stored in our communications room can be connected to our generator. This service is available at £30pcm.

Furniture

Furniture is available for hire and quotes are available on request.

Office cleaning

Onsite cleaners are available to clean your office as and when you need – whether that is daily or on an ad hoc basis. Quotes are available on request.

What our customers say

Taylorrollinson is a specialist scientific recruitment agency with offices at Manchester Science Park and Milton Park.

They expanded into Oxfordshire by taking a hot-desk in 2014 and have grown to occupy their own office in the Centre.

“As a small business we have benefitted from the flexible and supportive working environment that the Innovation centre has to offer. We needed a space which is adaptable to our business as it develops but also offers an attractive work environment. The Innovation Centre has provided a practical office space with the benefit of shared break-out areas, a business lounge and additional services to make a positive and practical workspace for our employees.”

**Sam Coxon, Life Science Recruiter and Director
Taylorrollinson**

Wave Optics, designs and manufactures waveguides which are key optical components for augmented reality wearables.

In 2015, they moved from another facility in Abingdon to the Innovation Centre. As a growing and scaling business, key considerations for the move included:

- Location - near to previous offices, well connected to London, surrounded by other technology firms
- Quality of offices and facilities - kitchens, cafe downstairs, overflow meeting rooms, post room facilities, reception
- Flexibility - they knew they were going to scale and needed space to do that.

“Since moving in, we have tested the flexibility; we have created two additional spaces within the main office for lab and testing areas, added an additional two labs across the corridor, as well as most recently adding additional office space on the floor above our original office. We are now looking at an additional demo area space.

The Innovation Centre has been incredibly flexible and very quick to respond to meet our growing needs. Nikki is always available, very responsive and her team is on hand to help out and make things happen.”

**Suzie Smith, Chief Marketing Officer
Wave Optics**

Wave Optics moved to the Innovation Centre in 2015, grew over several years and have now expanded into their own premises on the Park.

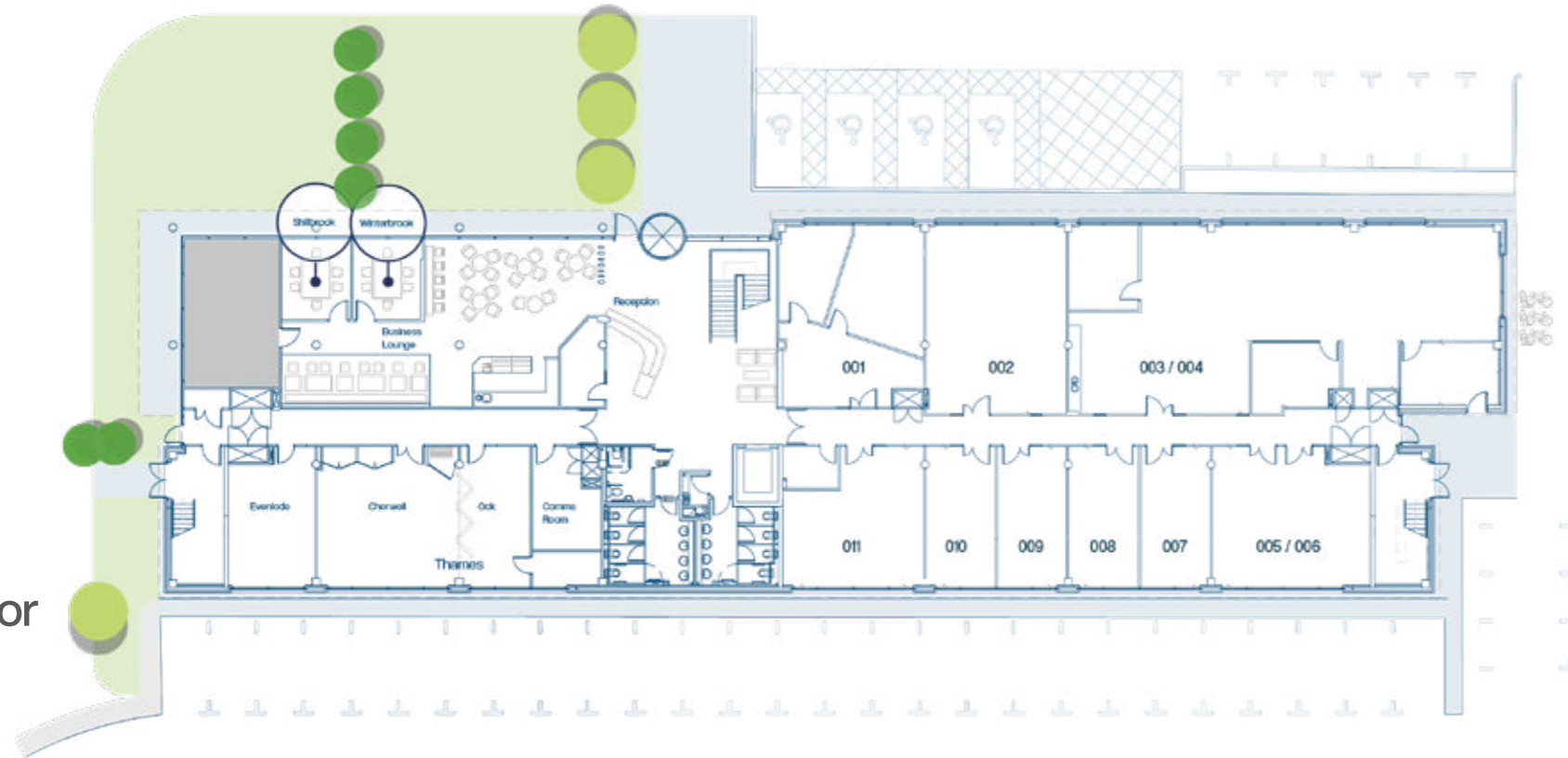


“We have been based at the Innovation Centre since 2019 and since then we have grown our team size relatively quickly. This has driven a need for additional space. Each time we have requested more space, the centre’s team have been responsive and supportive of our requirements. They worked alongside our design and build partner to turnaround approvals and contracts to enable us to deliver an amazing workspace.”

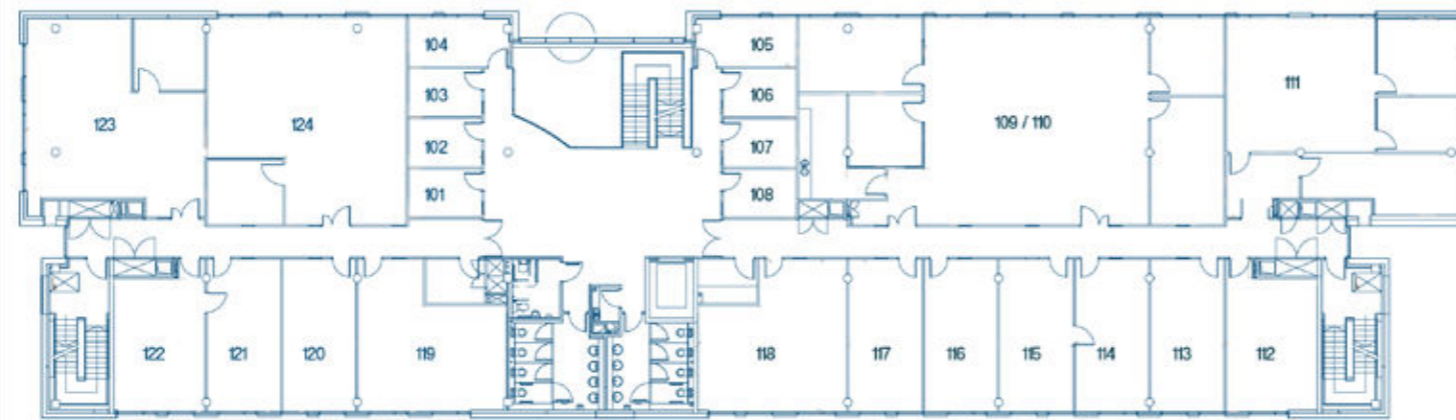
**Sam Harris, Operations Manager
Molecule 2 Medicine, delivering groundbreaking immuno-oncology therapies**

Find your bearings

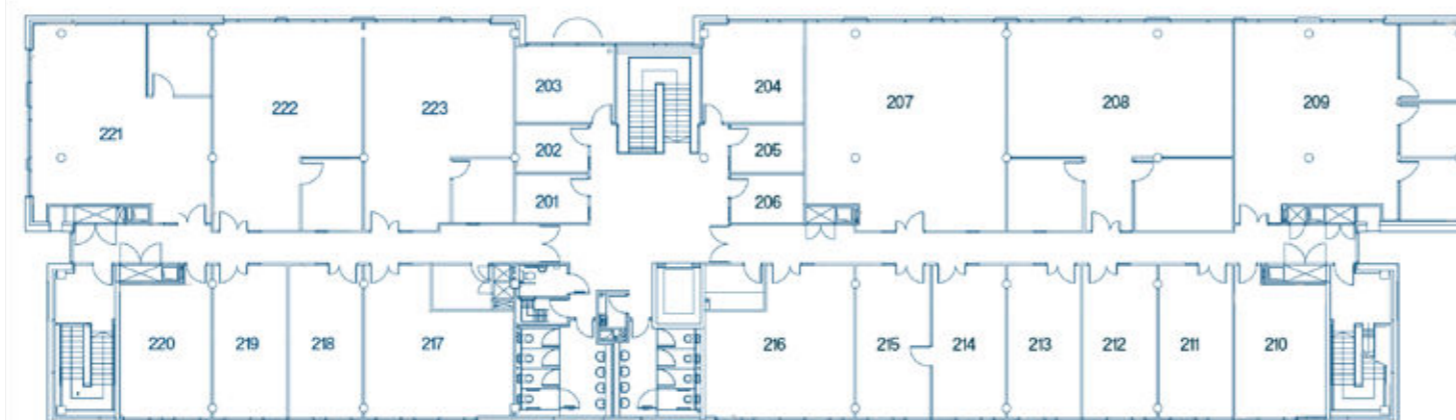
Ground floor



First floor



Second floor



Community of nearly 80 businesses



Dedicated on-site team



Excellent transport links and facilities



Value added events and incentives



Air-conditioned offices



Superfast fibre to the building



6 meeting rooms



Business lounge



Showers and lockers

Join our community

When you join us, you're joining nearly 80 similar companies in a thriving, professional environment.

You will benefit from a well-connected business community with workspace to suite you, along with our many amenities and green open space, all on your doorstep.

Our team is approachable and organised. Their dedication will support you and, in turn, create positive long-term relationships so you can focus on your business.

Your team

Centre management team



Nikki Gibson
Head of Flexible Workspaces



Lorna Wright
Flexible Workspace Manager



Hannah Randall
Assistant Centre Manager

Reception team



Abbie



Sarah





Get in touch

Book your viewing today or enquire about meeting rooms

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