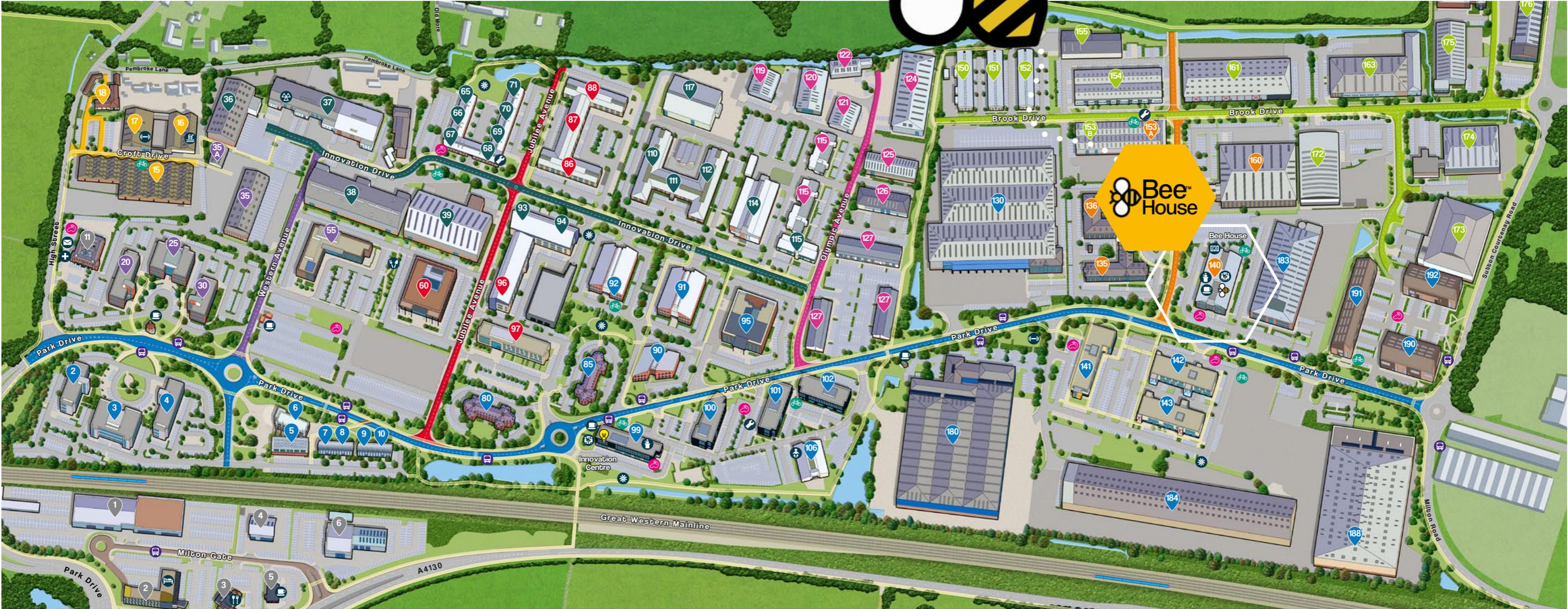




# The home of buzzy brilliance

A great location, with excellent amenities





Oxfordshire's largest collaborative workspace, Bee House, is a new working environment that feels like a home-from-home.

With a large variety of private office suites, phone booths suitable for video conferencing nooks and breakout areas Bee House provides flexible space for companies to spread their wings.

There are co-working memberships for individuals who want to bee-long to our vibrant community.

This buzzy home of brilliance includes outstanding facilities such as a 145-seat conference room, meeting rooms, B-lounge and quiet rooms. There are endless opportunities to cross-pollinate and innovate.

### **Bee flexible**

Co-working spaces

### **Bee better**

Serviced offices

### **Bee spectacular**

Event and meeting room hire

### **Bee social**

Meet, relax, recharge





Bee part of the buzz by enjoying Milton Park's biggest on-site café bar, grab a latte whilst charging your electric car.

**The Buzz**

145-seat conference facility

**Seven meeting rooms**

(6 - 70 people hire from £37ph)

**The Hive Café**

Meeting & recharging space

**Cycle hub**

Showers, lockers and drying room

**On-site parking**

**Phone booths**

For privacy & video calls

**Smart building access**

App entry and room controls

**Electric Vehicle (EV) charging**

Fast-charging points

**Quiet rooms**

Recharge in dedicated quiet areas

**Kitchens and breakout areas**

Tea, Coffee and milk included

**Lifts to all areas**

For access for everyone

**Superloos**

**Private / Flexible offices**

97 sq. ft. to 2,574 sq. ft.

**Office space for rental**

Furnished / Unfurnished

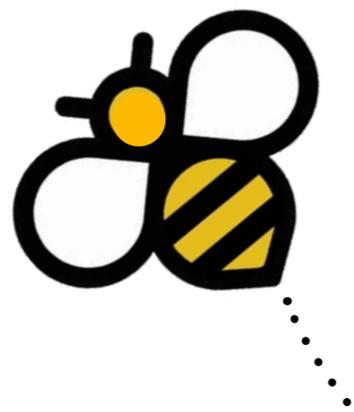
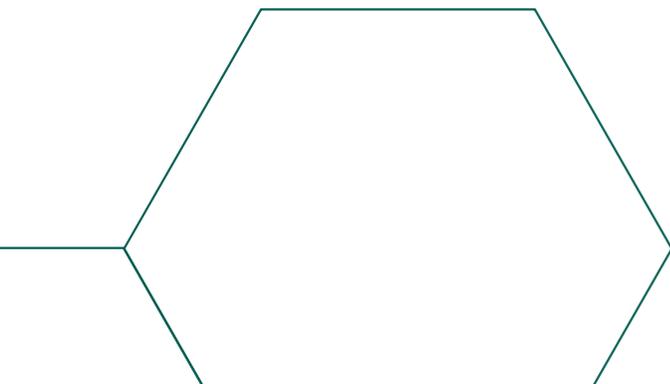
**Co-working memberships**

From £100 per month

**Superfast broadband**

**Refreshments, printing**

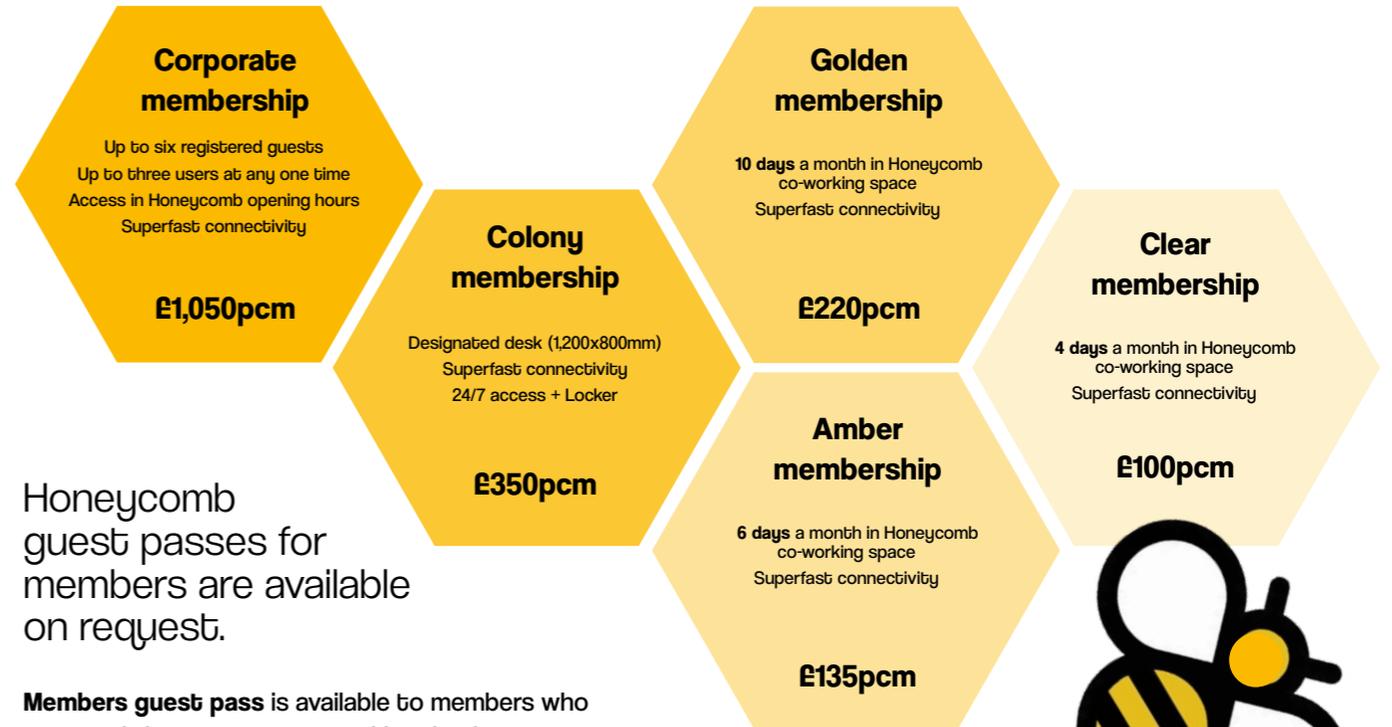
Plus regular on-site events





## Bee flexible

Honeycomb memberships for co-working space



Honeycomb guest passes for members are available on request.

**Members guest pass** is available to members who want to bring a guest on an ad-hoc basis. (Subject to availability).

**Contact:** [hello@bee-house.co.uk](mailto:hello@bee-house.co.uk)





## Bee spectacular

Bee House has a wide range of rooms with delicious catering available to book.

All the meeting rooms except The Buzz are bookable via Bee House app. The Buzz: to book or to find out more please give us a buzz...

+44 (0)1235 841 555

reception@bee-house.co.uk

For any questions or more information on any of the rooms please contact the team.



## Meeting room prices

Bee House has a wide range of meeting rooms and event space available to hire, along with delicious catering. For our Milton Park occupiers, you benefit from a reduced hire rate.



| Room name                                    | Capacity | Inclusive refreshments | Milton Park occupiers       |   |                       | Off Park customers          |   |                       |
|--|----------|------------------------|-----------------------------|---|-----------------------|-----------------------------|---|-----------------------|
|  |          |                        | Hourly<br>(Between 9am-5pm) | Half day<br>(8.30am-12.30pm or 1.30-5.30pm) | Full day<br>(9am-5pm) | Hourly<br>(Between 9am-5pm) | Half day<br>(8.30am-12.30pm or 1.30-5.30pm) | Full day<br>(9am-5pm) |
| <b>The Buzz</b><br>Full conference space     | 145      | Yes                    |                             | £745  | £1190                 |                             | £875  | £1400                 |
| <b>Acacia</b><br>Sub-divided conference room | 70       | Yes                    |                             | £475  | £765                  |                             | £560  | £900                  |
| <b>Tupelo</b><br>Sub-divided conference room | 50       | Yes                    |                             | £320  | £510                  |                             | £375  | £600                  |
| <b>Clover</b><br>Boardroom                   | 14       | Yes                    |                             | £210  | £340                  |                             | £250  | £400                  |
| <b>Lavender</b><br>Small meeting room        | 6        | Yes                    |                             | £130  | £210                  |                             | £155  | £245                  |
| <b>Manuka</b><br>Medium meeting room         | 8        | No                     | £50                         |   | £245                  | £60                         |   | £290                  |
| <b>Eucalyptus</b><br>Small meeting room      | 6        | No                     | £37                         |   | £180                  | £43                         |   | £215                  |
| <b>Wildflower</b><br>Small meeting room      | 8        | No                     | £50                         |   | £245                  | £60                         |   | £290                  |

Prices exclude VAT

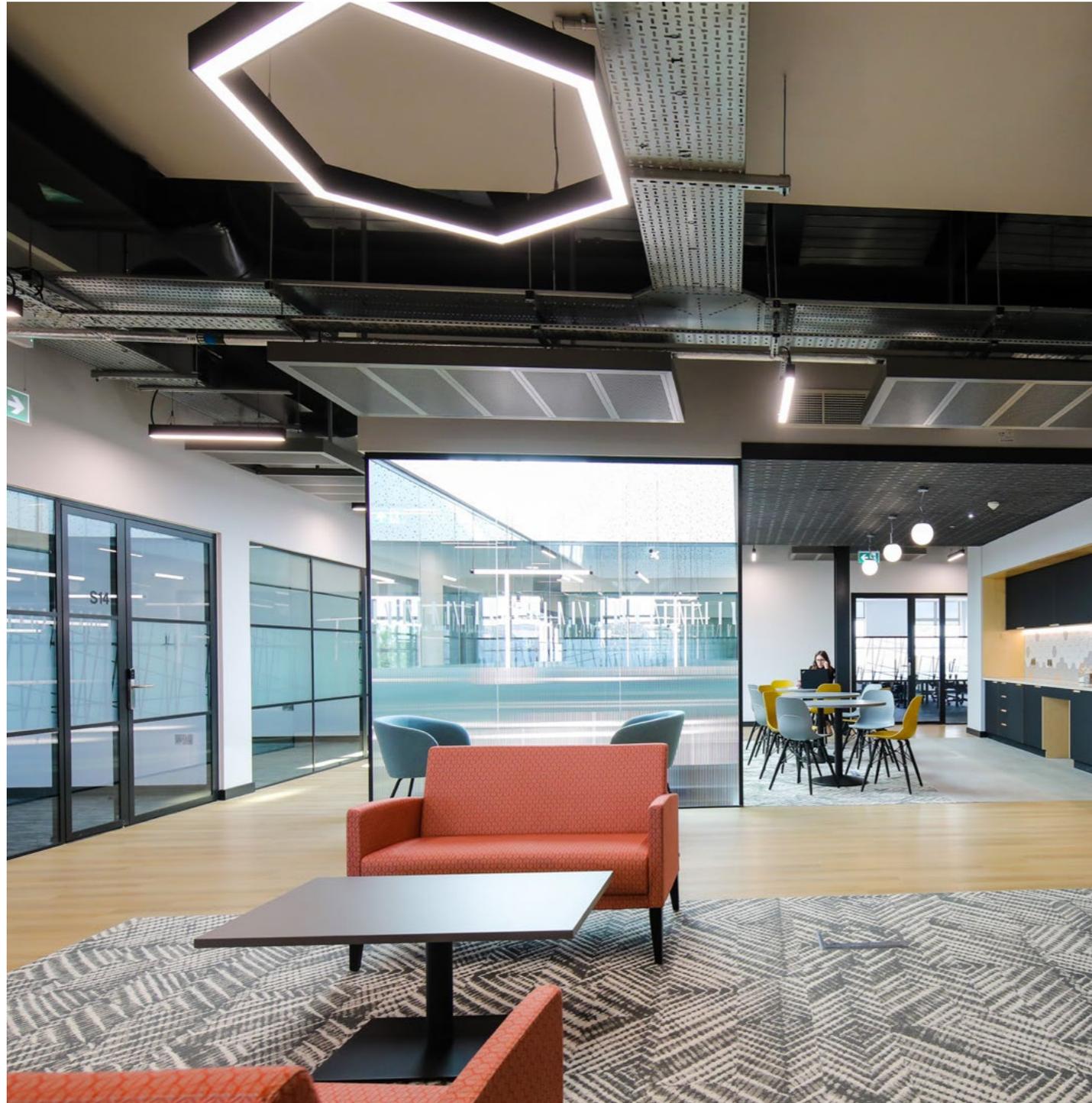
### Included

- AV facilities
- Wireless Clickshare connection
- Superfast broadband
- Logitech video conferencing system
- Stationery
- The Buzz
- Microphones and lecturn
- Induction loop for hard of hearing

### Available upon request

- Day delegate rates
- Flip charts and pens
- Catering from our on-site service provider





## Moving in

### Administration and set up fee

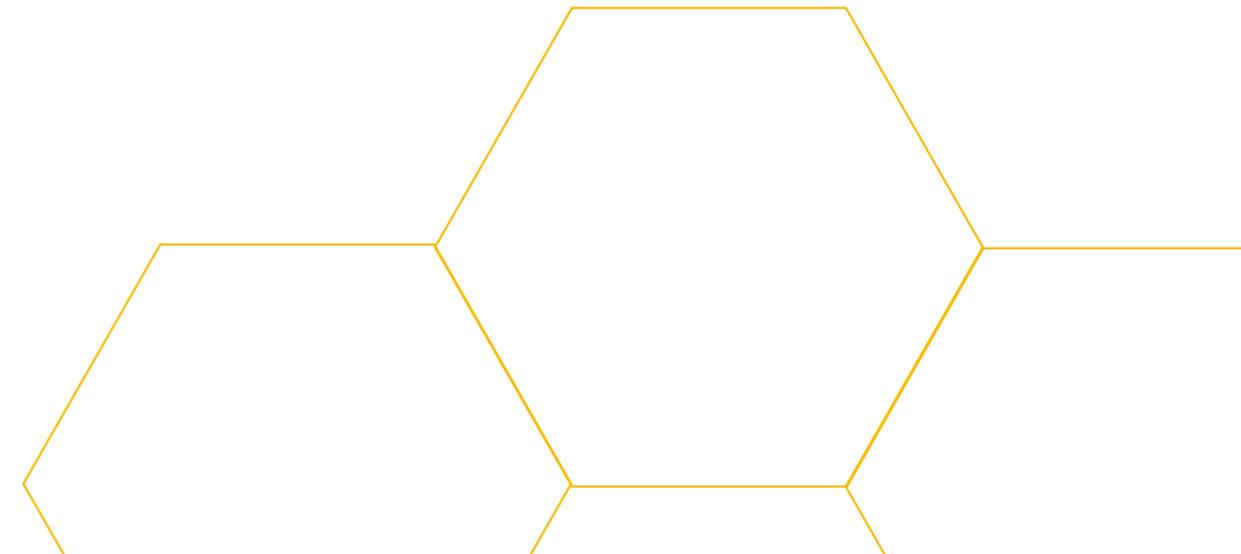
In order to arrange the full set up of your account and office there is a set up fee of £500. This includes contracts, checks, finances, signage, standard connectivity, and telecoms. The Honeycomb memberships have a reduced rate of between £180-£200 depending on the package you select.

### Router

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

### Deposit

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



## While you are here

**Broadband** – Our standard contended 100/100Mb service is included as part of all packages. Dedicated lines are available, and quotes provided upon request.

**Telephone handsets and lines** – We can assign one local direct dial (+44 (0)1235) number to your company with the hire of one handset, additional direct dials are available at £7.50pcm. Handsets can be hired for £15pcm.

**Telephone answering service** – Our team can answer your incoming calls as per your script between 8.30am and 5pm Monday – Friday, excluding bank holidays at a cost of £75pcm.

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

**Rack space** – Each occupier is entitled to 1 U of rack space in our managed communications room. Each additional U is charged at £22.50pcm.

**IT assistance** – Our on-site service provider partner can provide IT assistance. Their time is recharged at £95 an hour.

**Access pass** – Each member or Company will be allocated a number of access passes, as part of their agreement. Any additional or replacement access passes will be charged at £5 each.

**Parking permit** – One parking permit per person is included in the cost of your package. Replacements will be charged at £2.50.



**Office cleaning** – On-site 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 upon request.

**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 20% handling fee.

**Parcels** – Incoming parcels are signed for by reception and available to collect between 8.30am and 5.30pm.

**Printing and copying** – Honeycomb members have access to a printer/copier/scanner and are welcome to use on a fair usage policy. Private office or conferencing users can request printing/photocopying from reception and the recharge 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

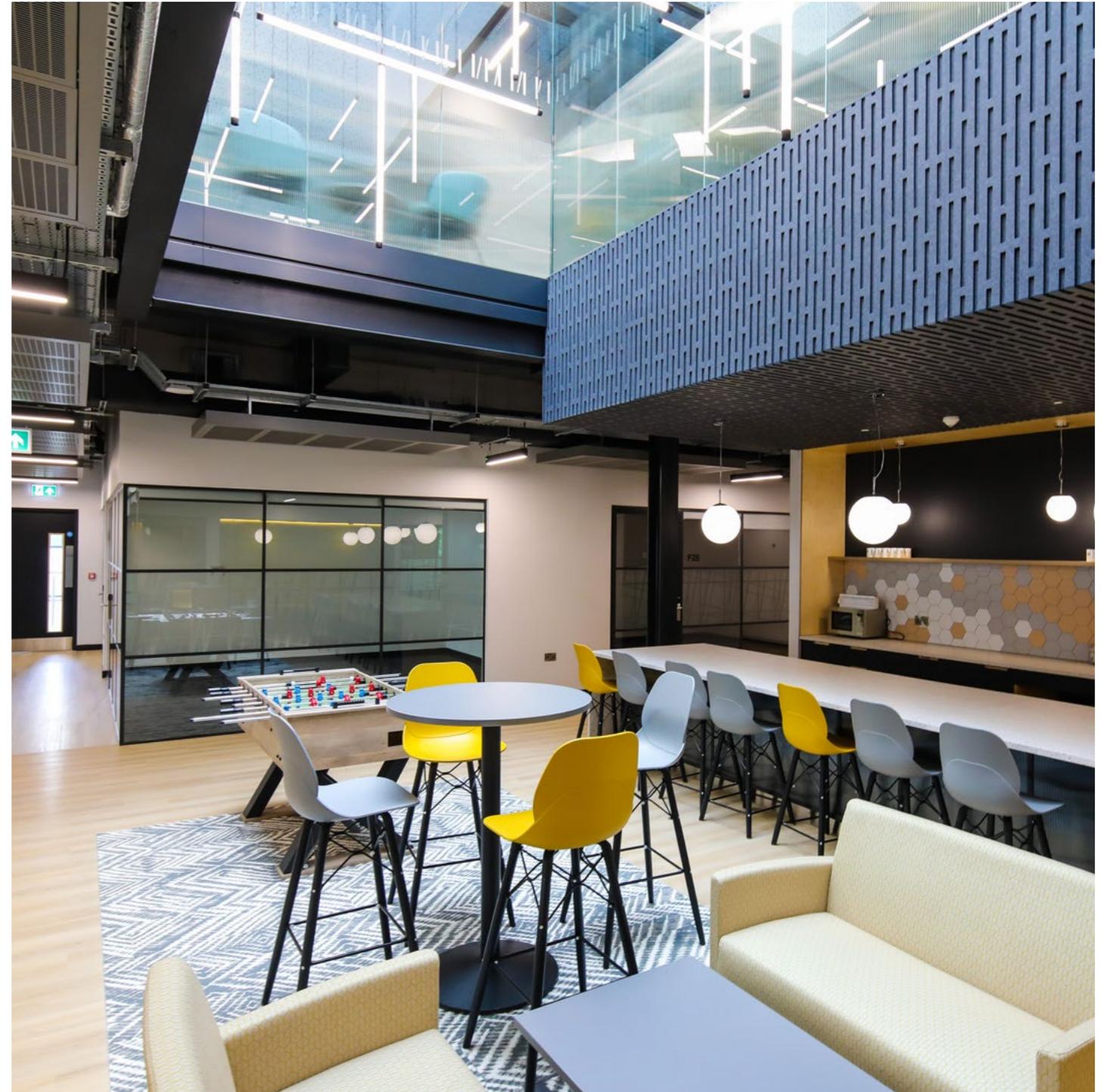
**Scanning** – Documents can be scanned and emailed to you at a charge of £1 per document.

**Administration support** – Proof reading, witnessing, translating, typing and laminating or AOB is available at £20 per hour.

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

**Registered Office** – All current office occupiers have the right to register their company at Bee House. For Honeycomb members, this comes at an additional cost of £10 per month.

**All prices exclude VAT**





## Floor plans

Please note all office layouts are indicative. We offer furnished and unfurnished solutions

### Ground floor

13 offices 114-2,574 sq. ft. (10-239 sq. m.)  
3 lettable stores

### First floor

18 offices 111-1,930 sq. ft. (10-179 sq. m.)  
5 lettable stores, large co-working and designated desk space

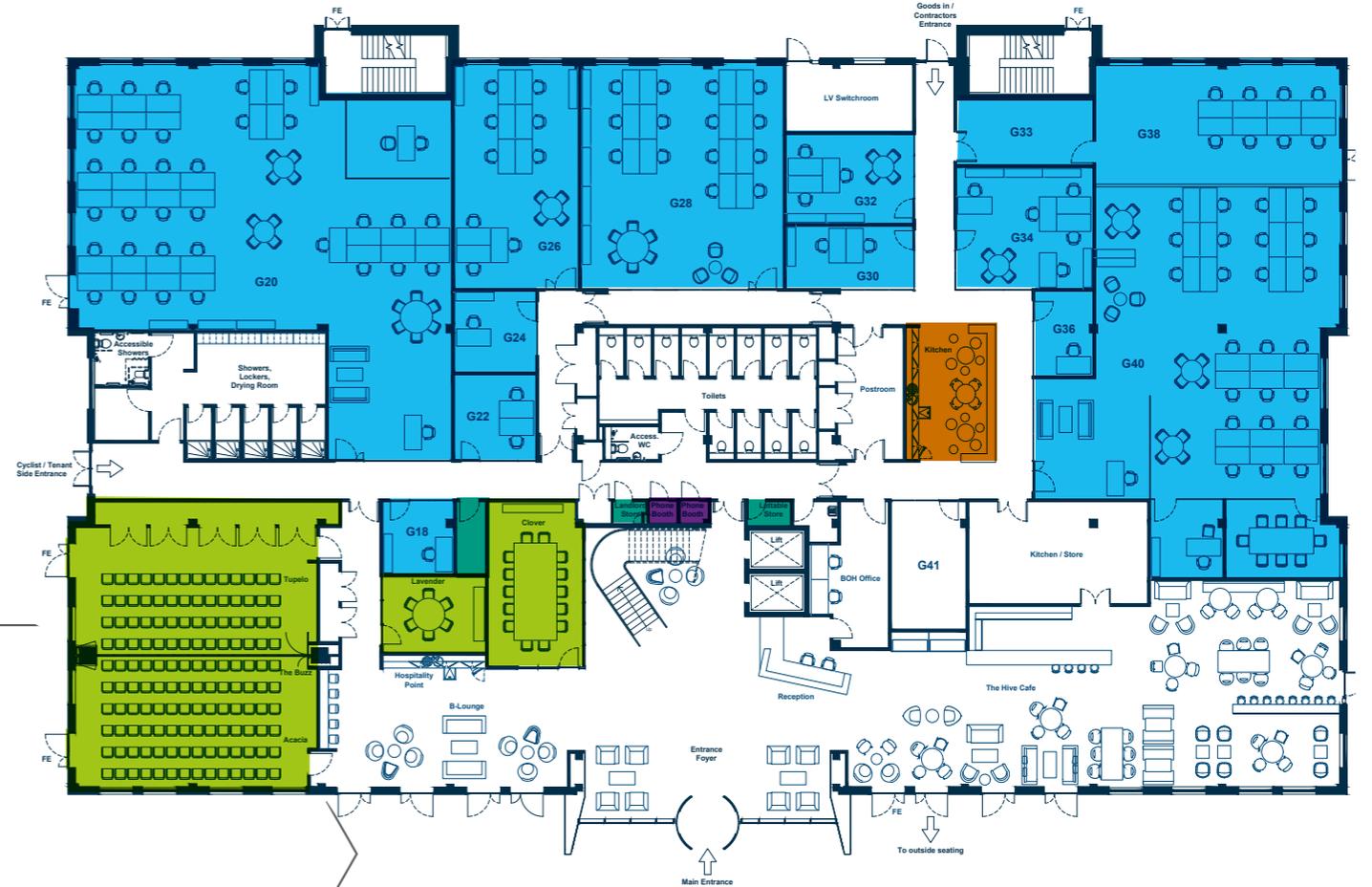
### Second floor

21 offices 97-2,124 sq. ft. (9-197 sq. m.)  
5 lettable stores

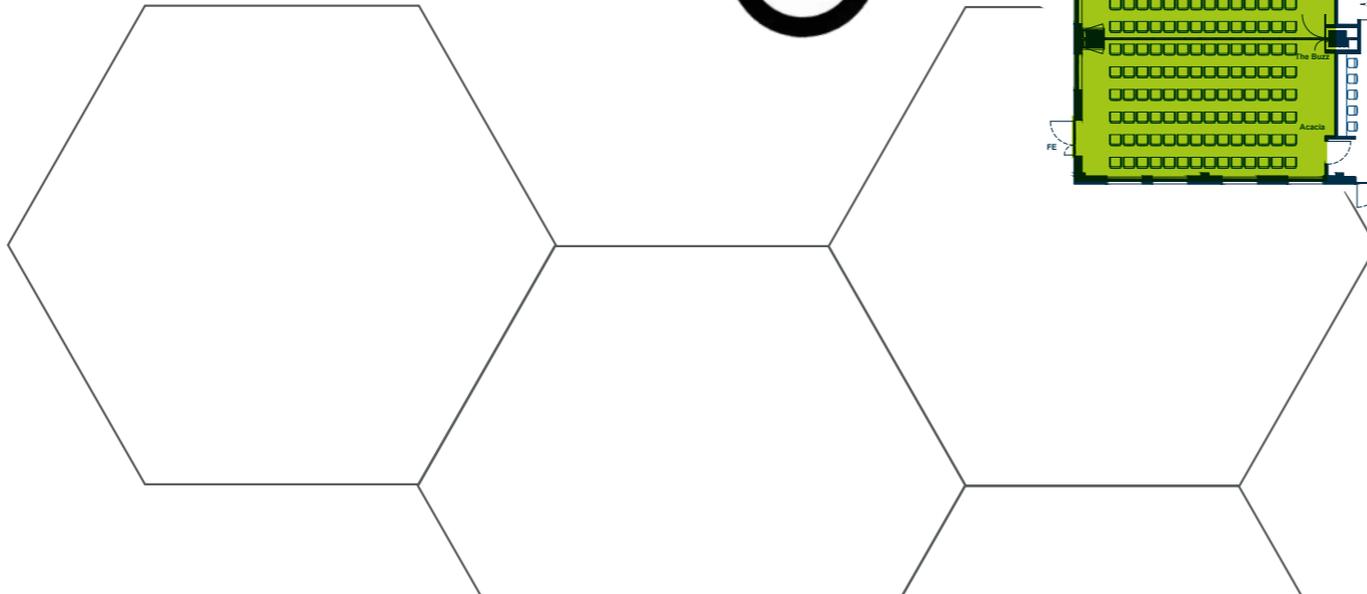
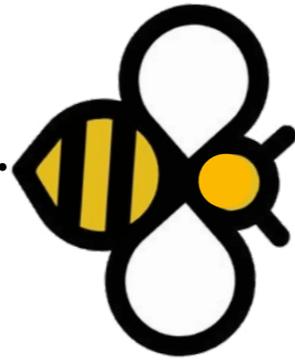
For all enquiries about office availability please email the team at: [hello@bee-house.co.uk](mailto:hello@bee-house.co.uk)

## Ground floor

13 offices 114-2,574 sq. ft. (10-239 sq. m.)



|                       |  |                 |  |
|-----------------------|--|-----------------|--|
| Breakout & kitchens   |  | Quiet rooms     |  |
| Flexible office space |  | Lettable stores |  |
| Meeting rooms         |  | Co-working      |  |
| Phone booths          |  |                 |  |



# First floor

18 offices 111-1,930 sq. ft. (10-179 sq. m.)



- Breakout & kitchens
- Flexible office space
- Meeting rooms
- Phone booths
- Quiet rooms
- Lettable stores
- Co-working

# Second floor

21 offices 97-2,124 sq. ft. (9-197 sq. m.)



- Breakout & kitchens
- Flexible office space
- Meeting rooms
- Phone booths
- Quiet rooms
- Lettable stores
- Co-working



## Join our community

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