



MILTON PARK INNOVATION CENTRE



Welcome to the Innovation Centre

If you're running a small business, about to start a new business or need flexible office space, Milton Park's state-of-the-art Innovation Centre is the perfect location for you. Milton Park is the premium business park in Oxfordshire, it's a happy, thriving community where businesses and individuals can flourish.

The Innovation Centre provides you and your company many opportunities to connect with other businesses, including networking coffee mornings as well as access to the wider online community at Milton Park.

The highly-skilled onsite MEPC team develop best-in-class relationships with their occupiers and other stakeholders. This ensures the assets under MEPC's management deliver consistently strong performance.

Contents

■ What's here for you?	4
■ Meet the team	5
■ Serviced offices	6
■ The building	8
■ Virtual & Hot-Desk packages	10
■ Meetings, conferences & business lounge	12
■ Services	14

Active Staff had expanded and were moving temporary and permanent labour into Milton Park. We needed an office presence that catered for our business in its infancy locally, where clients and candidates were comfortable to meet with us. The Innovation Centre is just that. It is a professional building which adds value to our business on first impressions. In six months, we are already moving to a larger unit, as expected. The flexibility and transparency of this journey is really happening!

Lisa Armstrong, Active Staff

Serviced Offices

Virtual Packages Available

Thriving Businesses



Networking Opportunities

Excellent Transport Links

Meeting Rooms &
Conference Facilities

24/7 Access

Business Lounge



What's here for you?

Serviced Offices

There is a choice of serviced offices for small and medium businesses between 1 and 30 people, from 85 to 3,300 sq ft.

MEPC's flexible all-inclusive packages can be tailored to meet your requirements.

Virtual & Hot-Desk Packages

There is a choice of 4 packages to suit your needs. These include essential services such as a Milton Park mailing address, an individual telephone number and a full reception service during office hours.

Meeting Rooms & Conference Facilities

One of the many advantages of being based at the Innovation Centre is that it has a number of purpose-built meeting rooms and conference facilities, as well as training events, interviews, seminars and exhibitions.

Business Lounge

Meet work colleagues or clients in a relaxed, informal environment away from the office in the business lounge at the Innovation Centre. It's a great facility available to everyone.



Meet the team



Nikki Godding
Centre Manager
+44 (0)1235 841 589
ngodding@miltonpark.com



Nicola Burke
Assistant Centre Manager
+44 (0)1235 854 000
nburke@miltonpark.com

Reception Team



Katja



Marion



Denise

Reception Contact Details
+44 (0)1235 854 000
reception@miltonpark.com



Serviced offices

At the Innovation Centre there are a number of flexible serviced office packages designed to suit the needs of a wide range of small and medium businesses from biosciences to building websites. If your business has between 1 and 30 people, you'll be joining over 70 other businesses already at the Innovation Centre.

There are currently a number of very satisfied occupiers based at the Innovation Centre and there are plenty of opportunities to connect, including networking coffee mornings as well as access to the wider online community at Milton Park.

The packages are all-inclusive with clear and transparent monthly charges, allowing you the peace of mind that your costs are under control.

The onsite team at the Innovation Centre offer the highest level of service and are there to ensure you become comfortable in your new surroundings as quickly as possible. The Reception team are available to answer your incoming calls (to your script) between 8:30am and 5pm.

Serviced office packages include:



- ✓ Kitchen Facilities
- ✓ Reception Services
- ✓ Utilities
- ✓ Free Parking & Shuttle Bus Service
- ✓ Business Rates & Service Charges
- ✓ Building Cleaning & Maintenance
- ✓ Access to Meeting Rooms & Conference Facilities
- ✓ Communal Break Out Space
- ✓ Furnished & Unfurnished Options
- ✓ Use of Business Lounge



Own Office or
Building on the Park



Medium to Large
Office



Small Office



Hot-Desk



Virtual

The building



1

Breakout Space



2

Business Lounge



3

Meeting Rooms



4

Showers



5

Conference Rooms



6

Bike Racks



7

Picnic Area



8

Bus Stop



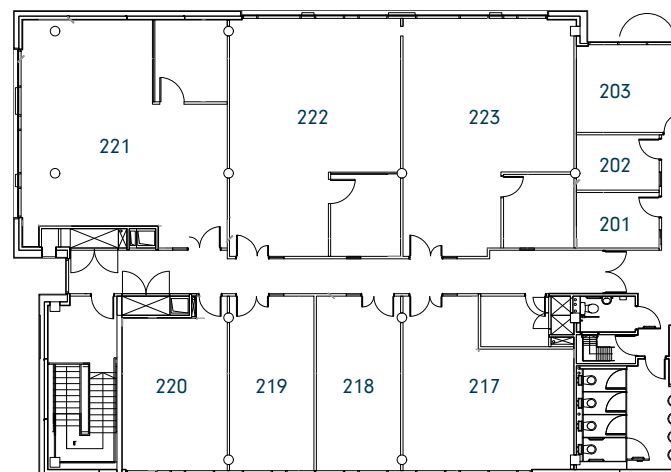
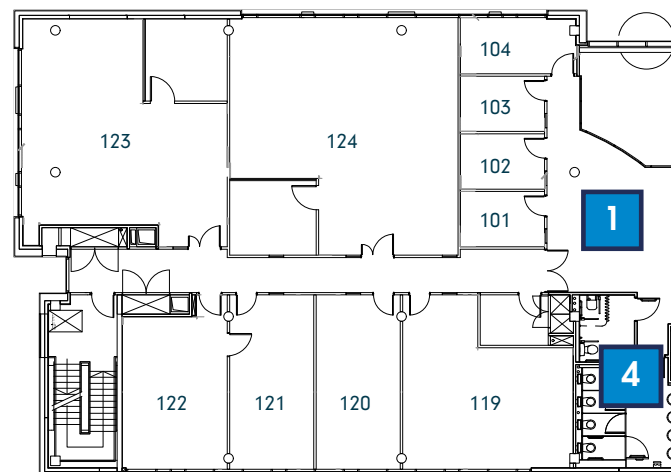
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Visitor Parking

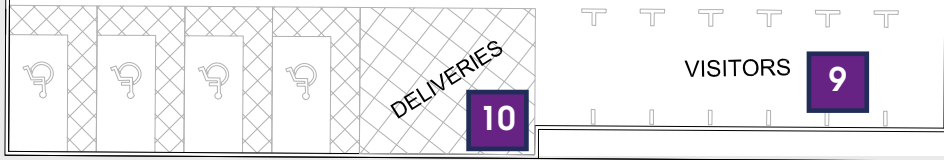


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Loading Bay



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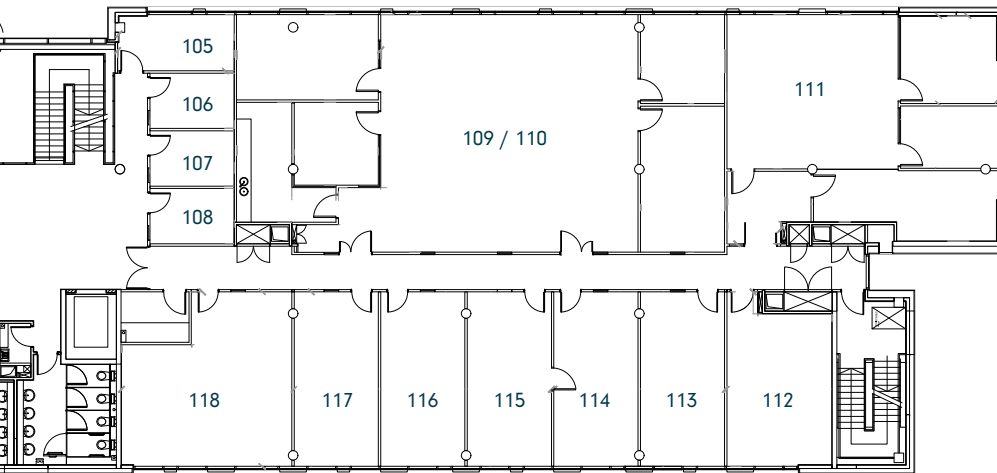


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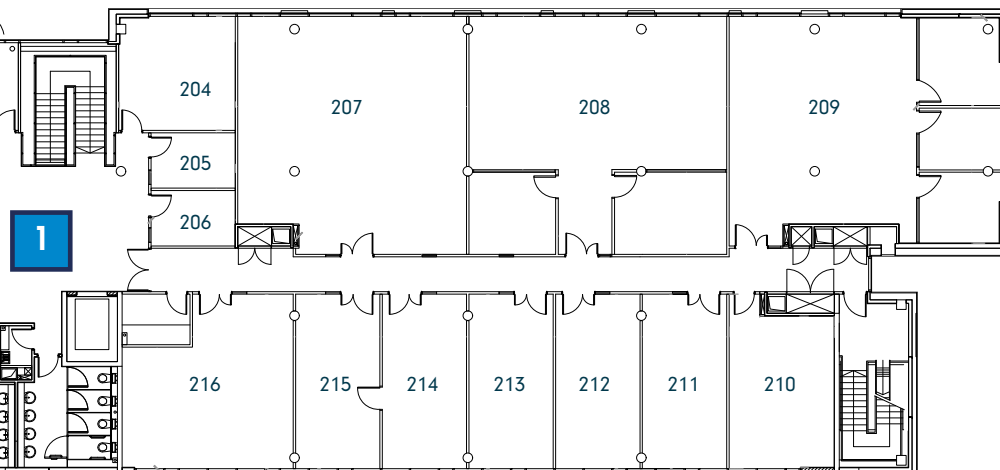
Ground Floor



7 ↓



First Floor



Second Floor

Virtual & Hot-Desk packages

If you don't need a fixed office for your business but you want to create a professional impression, a virtual package is the answer.

All packages make you an occupier of the Innovation Centre, meaning you can benefit from discounted rates on all meeting and conference rooms, a Milton Park directory listing and access to all Milton Park networking events. You will be supplied with a programmed fob which will provide you with 24/7 access to your post box.

Packages start from a personal post box and mailing address which you can choose to register your company to.

The next step provides you with a Direct Dial In and local (01235) telephone number which can be routed as you wish. You may like to use our telephone answering service that is available 8:30am - 5pm Monday to Friday, excluding bank holidays. Receptionists can answer your calls as per your script and follow your forwarding or message instructions. Call forwarding charges do apply.

For those also looking for a professional environment to work part or full time, one of the desks in our Hot-Desk room may be perfect. The well-presented office is set up with Wi-Fi and LAN connections so you are able to hit the ground running.

You can choose between 4 virtual packages to suit your business requirements:

Permanent Hot-Desk

The following are included in the standard permanent Hot-Desk monthly charge:

- Reserved full time Hot-Desk
 - Lockable pedestal
 - Bandwidth
 - Kitchen facilities
- Direct Dial In telephone number
 - Optional telephone answering service
- Business mailing address
 - Personal post box
 - Mail and parcel handling
- Programmed fob
- Milton Park directory listing



Virtual Plus

The following are included in the standard Virtual Plus monthly charge:

- 40 hours of Hot-Desk use per month
 - Bandwidth
 - Kitchen facilities
- Direct Dial In telephone number
 - Optional telephone answering service
- Business mailing address
 - Personal post box
 - Mail and parcel handling
- Programmed fob
- Milton Park directory listing



Prices starting from

£60

I use the Permanent Hot-Desk service at the Innovation Centre two to three days a week when I don't need to be in London. The Innovation Centre is well located, provides a high standard professional working environment and a comprehensive range of services. Furthermore, the Innovation Centre team are always friendly and helpful.

David Lomas, Director, Amberside Capital

Virtual

The following are included in the standard virtual monthly charge:

- Direct Dial In telephone number
 - Optional telephone answering service
- Business mailing address
 - Personal post box
 - Mail and parcel handling
- Programmed fob
- Milton Park directory listing



Postal

The following are included in the standard postal monthly charge:

- Business mailing address
 - Personal post box
 - Mail and parcel handling
- Programmed fob
- Milton Park directory listing



Meetings, conferences & business lounge

Business Lounge

Meet work colleagues or clients in a relaxed, informal environment away from the office in the business lounge. It's a great facility open to everyone working at Milton Park.

Open 8:30am – 3:30pm and seating for up to 50 people, the business lounge offers:

- Free Wi-Fi
- Charging points
- Coffee bar
- Refreshments
- Ample seating for meetings or working
- Relaxed atmosphere

Meeting Rooms & Conference Facilities

Milton Park's Innovation Centre has a number of purpose-built meeting rooms and conference facilities to suit every business need, accommodating between 1 and 60 people. The friendly onsite team will arrange everything for you, so you can focus on running the event itself.

The following is included:

- Free TV, projector & screen
- Free flipchart, white board & markers
- Free Wi-Fi

Available on request:

- Catering
- Conference Phone
- Video Conferencing

Choose from the following room layouts:

Meeting Room	Capacity	Innovation Centre Occupiers	Milton Park Occupiers	Off Park Customers
<i>Prices Hourly / Daily</i>				
Winterbrook – Meeting Room	6 Roundtable	£20 / £100	£23 / £113	£31 / £155
Shillbrook – Meeting Room	6 Roundtable	£20 / £100	£23 / £113	£31 / £155
Evenlode – Boardroom	15 Boardroom	£36 / £184	£41 / £207	£52 / £260
Ock – Partitioned Meeting Room	12 Boardroom	£36 / £184	£41 / £207	£52 / £260
Cherwell – Partitioned Conference Room	30 Theatre	£48 / £240	£54 / £270	£68 / £340
Thames – Large Conference Room	65 Theatre 25 U Shape	£64 / £324	£72 / £365	£90 / £450



The Business Lounge offers a relaxed yet professional environment to meet with clients. It has played a key role in supporting the development of my business network.

Sam Coxon, Taylorrollinson



Services



Moving In

Administration Fee

In order to arrange the full set up of your account including contracts, checks, finances, signage and reception service instruction, we ask you to pay the following administration fee:

- Office Licences – £180
- Virtual Agreements – £95

Telecoms

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, includes one Direct Dial In and local number (01235 XXXXXX). This number can be routed as you wish; via reception, in a hunt group, direct to your handset or mobile. If you require any additional direct dials, this is charged at £7.50 pcm 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 are available to 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 and charged in arrears.

You can upgrade to benefit from more advanced features such as; call recording, integration to existing applications, collaboration with handheld devices or home phones and much more.

Telecoms & Bandwidth Set-up and IT Assistance

Our onsite service provider, will set-up both telecoms 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 provide and configure a standard router for a one off cost of £85.

Bandwidth

The Innovation Centre offers an Asynchronous Contended superfast bandwidth service through a managed switch, which is monitored 24 hours a day, 7 days a week, via a dedicated fibre link.

We offer the following standard packages but can also quote on request for synchronous uncontended or contended connections;

Download/upload speed pcm:

- Micro-Units 20Mb/4Mb – £40 pcm
- Standard Use 20Mb/4Mb – £55 pcm
- High Use 32Mb/8Mb – £95 pcm

Deposit

We ask for 1.5 months licence or service fee to be held for the duration of your occupation and returned when you vacate.

Security Access Fobs

A number (varies based on room size) 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 comms room. Additional U costs £20 pcm each.

Furniture

Furniture is available for hire and quotations will be provided upon request to suit your exact requirements.

Office Cleaning

Onsite cleaners are available to clean your office as and when you need – whether it be on a daily basis or ad hoc. Quotes can be provided upon request to suit your exact requirement.

While You Are Here

IT Assistance

IT assistance throughout your occupancy is available upon request through our onsite partner CTS. This is charged at £95 per hour.

Post

Incoming post is sorted by Reception and placed in your allocated post box each day. Outgoing post (which has already been stamped) can be left with Reception for Royal Mail collection. Alternatively, outgoing post can be franked by Reception, for a handling fee of 12.5%. Please note: Royal Mail collection at approximately 4pm daily.

Parcels

Incoming parcels are signed for on your behalf by Reception and available to collect between 8:30am and 5pm. A courier service (TNT) is also available for outgoing parcels and is arranged by Reception for a handling fee of 12.5%.

Faxes

Faxes can be sent and received through Reception at a cost of £0.50 per page.

Printing & Copying

A photocopier is available in the post room, which can be used for small quantities and Reception can arrange larger quantities. Please contact the Reception team who will be able to assist. Costs are as follows:

- A4 Black and white – £0.07 per page
- A3 Black and white – £0.14 per page
- A4 Colour – £0.20 per page
- A3 Colour – £0.40 per page

Scanning

We can scan and email documents to you at a charge of £1.00 a document.

Catering

The coffee bar, located within the Business Lounge, offers a selection of snacks between 8:30am and 3:30pm.

All meeting rooms have a coffee machine which you can make hot beverages from for £1.50 per drink which will be charged back to you at the end of your booking.

In addition, catering can be ordered in advance and delivered to your meeting. The menu and price list is available through Reception.

Moving Out

Notice

Our contracts are flexible and you can provide 4 weeks' notice to terminate your contract at any point.

Diverts

We can forward post to your new address for one month at our standard postage rates, this can be extended at an additional cost. We will inform any callers of your change in contact details.

Charges & Deposit

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



MILTON PARK

INNOVATION CENTRE

Milton Park is a business and science community; MEPC are the asset management and development company that make it all happen. MEPC manage some of the UK's best known commercial properties.

MEPC has highly-skilled, experienced, onsite teams who develop best in-class relationships with their customers and other stakeholders. The MEPC name has been prominent in UK commercial property for over 70 years.

As experts in creating sustainable business communities, we have an outstanding track record for creating positive long-term relationships and delivering on our promises. To give our customers the best platform for success we build with the future in mind, from innovative new developments to adaptable spaces that can answer to everyone's changing requirements.

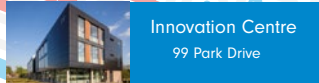
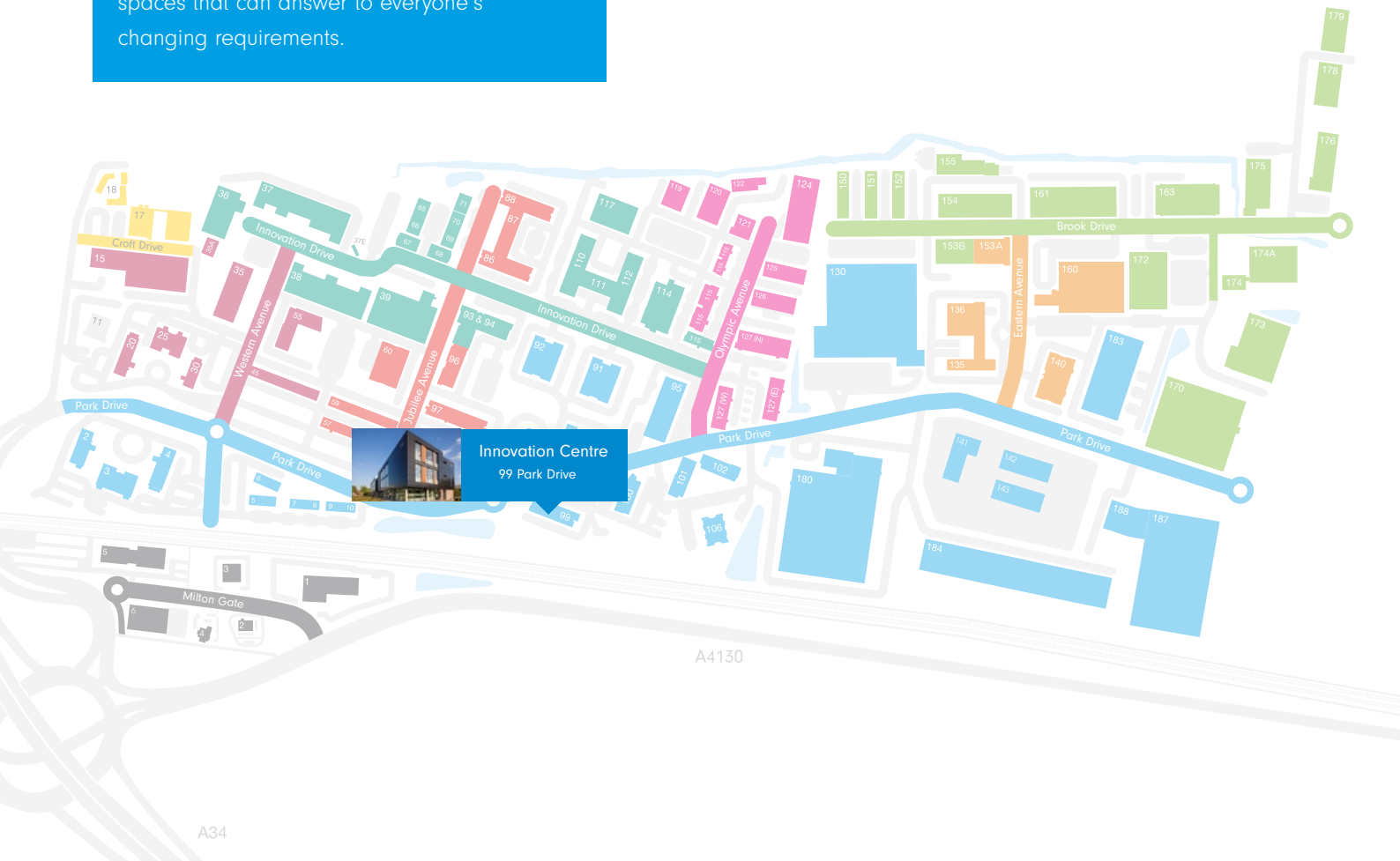
Want to join the community?



Nikki Godding
Centre Manager
+44 (0)1235 841 589
ngodding@miltonpark.com



General or Meeting Room Enquiries
+44 (0)1235 854 000
reception@miltonpark.com
www.miltonpark.co.uk/innovationcentre



Innovation Centre
99 Park Drive