



The  
**MOUNT**  
*Business & Conference Centre*





## Putting the Service into Serviced Offices



### The Mount Business & Conference Centre

The Mount Business and Conference Centre is located 5 minutes from Belfast's City Centre. The Mount has serviced office suites starting from 100 sq ft in a Modern 3 storey building. Conference facilities, restaurant and on-site car parking make this an ideal location for your business in Belfast.



### Serviced Offices

With our fully furnished office you get more than just an office. You get a total package of features including the right support staff providing the highest level of services to both you and your clients, impressive reception areas and professionally trained staff to answer telephone calls in your company name and greet people on your behalf. We will ensure that your business is presented with the right image.



### Executive Connect

A dedicated phone number and address reflecting a prominent location but without the need to actually be there. This service allows you to tele-work from wherever you are based home, abroad or on the road. You can be confident your calls, faxes and mail will be handled and forwarded swiftly and efficiently to wherever you want them.



### Executive Mail

Prestigious business address - simply use our postal address to establish a base for your business, incoming items are held for collection or posted on to an alternative address.

### Seasons Restaurant

Seasons, our on site restaurant, is an ideal venue for having a casual meeting over a coffee and homemade scone or lunch. With the flexibility of our own in-house chefs and catering staff the Mount has established a reputation for providing high quality and reasonably priced food. All staff are directly employed by the Mount: this ensures that there is no compromise on quality and that we can customise our menus to suit any group, individual or dietary requirement.



## Serviced Offices

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The following are included as part of the serviced office package:-

#### Office

- Tastefully furnished which is set up according to your requirements.
- Rent
- Rates
- Electricity
- Oil fired central heating
- 24 hour access
- Cleaning
- Maintenance
- Building insurance

#### Telecommunications

- Digital telephone lines & Voicemail
- Outgoing calls charged at normal BT rates
- Analogue line for fax
- Structured Cabling for easy networking
- Broadband

#### Reception Services

- Company name on display board
- Reception Area & Receptionist Greeting Visitors and answering calls on behalf of your company
- Receiving and handling of incoming and outgoing mail

#### Security and Health & Safety

- 24hr CCTV
- Fully Maintained Alarm
- On-site First Aiders

#### Catering

- Complimentary tea and coffee for staff based at the Mount

**All of the above is included as part of the standard monthly Licence Fee which starts at £400** (subject to sq. ft requirement)

#### Additional services:-

- On-site car parking
- Photocopying - B&W & Colour
- Fax transmission
- Postage and courier services
- Audio-visual equipment
- Meeting room hire
- Hospitality catering



## Executive Connect







Our Virtual Office service ensures that all of your company communications are taken care of even when you are not available. Our professional receptionists will answer your telephone calls in your company name and redirect phone calls to you wherever you are. Alternatively they can take messages and email or SMS them to you or transfer callers to your voicemail which can be accessed 24 hours a day.

The Executive Connect service has a number of key benefits:

- it can give your company a presence in a new location without the need for a full-time office.
- It is an ideal overflow facility to complement your existing switchboard and receptionist, no more engaged lines, no need to use an answering machine and no more hassle when your receptionist is off sick or on holiday.

*Executive Connect is an ideal way to ensure that your organisation never misses that important phone call.*

Inclusive facilities and services provided are:-

- |   |   |
|---|---|
|  Telephone number professionally answered in your company name |  Digital Mail Box - Voice Mail                                   |
|  Prestigious business address                                |  Receiving and handling of incoming mail                       |
|  Fax number  |  Option of having calls transferred to another location/number |

**Monthly Fee - £65.00**

**Minimum Period - 3 Months - Thereafter monthly**

Payable in advance by Direct Debit

All prices are exclusive of VAT

## Executive Mail

This mail address service allows your company to get correspondence and packages sent to the Mount. Mail can then be collected from the Mount or forwarded to another address. At the Mount with our on-site parking collection of your post means that you can drive up to the front door so there is no unnecessary hassle. The Mail service enables you to have a Belfast address and to increase the profile and professional image of your business without the expense of renting an office.

**Monthly Fee - £35.00**

Payable in advance by Direct Debit

All prices are exclusive of VAT



## Additional Services & Charges

<b>CAR PARKING</b>		£50 per month per space
<b>PHOTOCOPYING (Self Service)</b>		
A4 B&W		10p per copy
A3 B&W		20p per copy
A4 - Colour		25p per copy
A3 - Colour		50p per copy
<b>FAX TRANSMISSION</b>		
UK and Ireland		50p per page
Europe		£1 per page
Rest of the World		£3 per page
Incoming		25p per page
<b>POSTAL SERVICE</b>		
Mail franking		Royal Mail charges plus 10% handling charge
Courier services		Quoted price from courier company plus 15% service charge.
<b>TELECOMMUNICATIONS</b>		
Text Messages		40p per message
Email Message		40p per message
Broadband		£30 per office per month
<b>CONFERENCE &amp; MEETING ROOM FACILITIES</b>		
Room Hire		See Conference Brochure
Equipment Hire		See Conference Brochure
Catering		See Conference Brochure

**Payable Monthly On Receipt Of Invoice**



## Application Form

### 1. Client Details

Company Name: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Telephone (Business): \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### 2. Programme Details

Requested Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### Executive Services Required:

Office  £ \_\_\_\_\_ monthly

Connect  £ \_\_\_\_\_

Mail  £ \_\_\_\_\_

Car Parking - £50 per month per space

No. of spaces  £ \_\_\_\_\_

SUB TOTAL £ \_\_\_\_\_

VAT @ 17.5% £ \_\_\_\_\_

Initial 3 months £ \_\_\_\_\_

**TOTAL:** £ \_\_\_\_\_

### 3. Payment Details

I wish to pay by:

Credit Card  Direct Debit

### 4. Credit Card Instructions

Visa  Mastercard  Switch

Card Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Card Holder's Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name on Card: \_\_\_\_\_

**'I hereby authorise The Mount to debit my Credit**

**Card for all sums arising out of the agreement'**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 5. Cheque

I enclose a cheque for the full amount of the initial term including VAT: £ \_\_\_\_\_

### 6. Connect Handling Instructions

I would like my phone answered with the following company name:

\_\_\_\_\_

### 7. Call Handling

I would like my calls:

Put straight through to me on DDI:

\_\_\_\_\_

Put through to personal voice mail

Message taken

If 'message taken' I would like my messages passed on by:

Phone to: \_\_\_\_\_  Fax to: \_\_\_\_\_

Post  Voice Mail

I will call in for them

### 8. Mail Handling

Please forward my mail by:

Post  Fax to: \_\_\_\_\_

I will collect  Daily

Weekly  Monthly

If weekly, which day?: \_\_\_\_\_

### 9. Facsimile Handling

Please forward my faxes by:

Post  Fax to: \_\_\_\_\_

I will collect  Daily

Weekly  Monthly

**'I understand that I will be charged forwarding costs for all of the above. I apply for Executive Membership subject to the current membership and monthly fees and the terms and conditions of the membership which I have read.'**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Terms & Conditions

- a) The agreement starts on the day notified to the Client and continues for the initial term specified in this agreement and continues thereafter until terminated by either party giving one month's written notice to the other.
- b) The non-refundable registration and set-up fee is payable in advance. Fees are payable monthly in advance on the first working day of each month. All other charges are paid within 10 days of invoice. The Operator reserves the right to at any time withhold any services provided under this agreement (with or without notice) to terminate the agreement if the fees are not paid by the end of the day they are due. Outstanding fees will attract 4% interest above the prevailing base rate. Fees may be varied at any time after the initial term on one month's notice.
- c) During the term of this agreement and subject to timely payment of fees, the Client is entitled to use the address of the Business Centre as his/her business address. Upon termination of the agreement for whatever reason, it is the Client's responsibility to notify all parties of the change of address. Subsequent mail sent to the address will be returned to sender.
- d) Use of any additional accommodation will be subject to advance booking, availability and:
- i) Compliance with the fees, terms and conditions and/or house rules from time to time applicable to that accommodation with any booking or registration system used at the time.
  - ii) Unless otherwise agreed in writing; payment of the accommodation fee is payable on the day of use. Services for which an additional charge is made are payable in arrears on the day charged. The Mount reserves the right to terminate this agreement and/or the use of the accommodation and require the Client to vacate the accommodation if fees are not paid at the time they are due. Outstanding fees will attract interest at 4% above the prevailing base rate.
- e) Cancellation of a conference within 5 working days of the reservation date will be payable in full (i.e. room hire, catering and equipment). The cost of the room booked will be charged for cancellation of a conference made within 15 working days but before 5 working days of the reservation date.
- f) The Operator will not accept any item exceeding over 5kg in weight, 18" in any dimension, 1 cubic foot in volume or contains any dangerous, live or perishable goods and shall be entitled in its absolute discretion to destroy uncollected items or refuse to accept any quantity of items it considers unreasonable or unlawful. The Operator does not guarantee or assume responsibility for the availability of any of the services hereunder.
- g) The Client warrants that it will not use any of the rights granted in this agreement for any obscene, illegal, immoral or defamatory purposes and will not in any way bring the Operator into disrepute. The Client will not in any way whatsoever use or combine The Mount name, in whole or in part, for the purpose of trading activities.
- h) The Operator will not be liable for any loss sustained as a result of the Operator failing to provide any of the services under this agreement as a result of any mechanical breakdown, strike, delay or failure of any staff, manager or caretaker to perform their duties unless acting with gross negligence or intent.
- i) The Executive Connect licence fee includes for a maximum of 120 calls per month after this a charge may be levied for additional call volume.
- i) Venue and Jurisdiction: This agreement is interpreted and enforced in accordance with the laws of the country in which The Mount Business Centre is registered.



## Cost Comparison & Benefit of using the Mount

### **NORMAL LEASE OPTION**

#### **One-off start-up costs**

- Agents / Surveyor / Legal fees
- Decoration (furniture, fixtures, plants)
- Telecom connections (phone and fax)
- Recruitment fees
- Removal costs
- Management time

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**Sub total: CAPITAL INVESTMENT**

#### **Monthly Overheads**

- Rent
- Rates
- Cleaning costs
- Building insurance
- Heat, light and power
- Administration costs
- Lease costs and maintenance;
  - Office equipment (PC / fax / copier)
  - Office furniture and fixtures
- Maintenance
- Security

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**Sub total: NUMEROUS MONTHLY BILLS**

#### **Variable Monthly Costs**

- Personnel costs (including cover for holidays, illness, maternity, training etc...)
- Telephone and fax bills
- Postage
- Copying etc...

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**Sub total: HIDDEN COSTS**

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**FINAL TOTAL: 3 TO 6 MONTHS MANAGEMENT TIME**

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### **The Mount Solution**

#### **No start-up costs**

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**Sub total: NO INITIAL INVESTMENT**

#### **One monthly fee**

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**Sub total: ONE MONTHLY BILL**

#### **Pay-as-you-like support services**

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**Sub total: DEFINED COSTS**

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**FINAL TOTAL: ONE PHONE CALL**

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