

# the greenhouse

a place to grow

## WELCOME TO THE GREENHOUSE BUSINESS CENTRE

Situated in Greencroft Industrial Park, Stanley, the Greenhouse Business Centre was built in 2006 to be the first eco-building in County Durham. Ideally located just 10 miles from Durham City Centre and 15 miles from Newcastle, we offer high quality office space as well as meeting and conferencing facilities, within a unique, eco-friendly, professional environment. The Greenhouse is ideally suited for start-ups or small to medium size enterprises looking for a place to grow.

### We offer...

- ✓ Conference and Meeting Room Facilities
- ✓ Office Space
- ✓ Business Lounge
- ✓ Virtual Office
- ✓ Onsite Cafe and Corporate Hospitality



# MEETING AND CONFERENCE SPACE

We have two accessible ground floor meeting rooms available - the Willow Suite, which can be split into two rooms - Willow 1 & 2

Conferencing Rooms	Styles Available & Capacity	Unit Size (Sq. ft)	Unit Size (Sq. m)	Room Hire Prices
The Willow Suite	Cabaret x 80 Theatre x 100 Boardroom & <i>Horseshoe styles available on request.</i>	1550	144	Full Day £300 Half Day £175
Willow Rooms 1 & 2	Cabaret x 40 Theatre x 50 Boardroom x 24 Classroom x 32 Horseshoe x 24	775	72	Full Day £170 Half Day £90

*All prices shown are exclusive of VAT. VAT will be applied at the standard rate. All unit sizes are approximate.*

## All Room Hire Prices Include:

Accessible ground floor rooms benefitting from natural and borrowed light.

Close to reception area, business lounge and onsite café, with outdoor seating.

Free Onsite Parking.

Free Wi-Fi.

Tailored catering from our café team.

Laptop use and multi-media presentation tools.

Conference call/telephone line access (pre-booked).

Projector and whiteboard.

Air conditioning for your comfort.

Friendly, helpful staff.

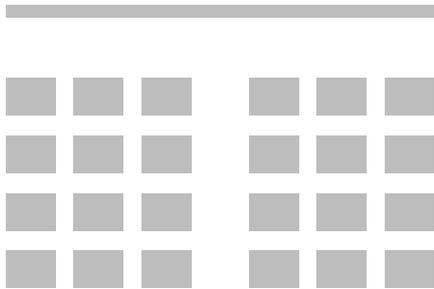
# THE WILLOW SUITE

The Willow Suite is the largest of The Greenhouse Business Centre conferencing rooms and offers the ideal space for any corporate event, from training sessions to award ceremonies.



# WILLOW ROOM 1 & 2

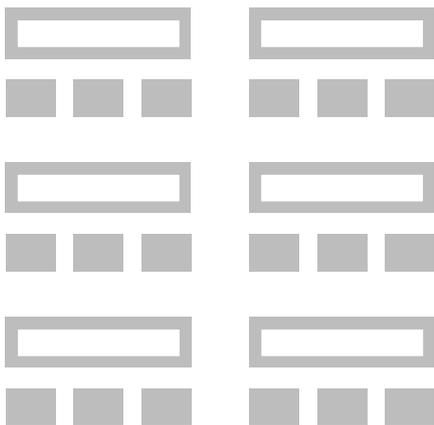
The Willow Suite can be split into two rooms - creating Willow 1 and Willow 2 - which are perfect for all your meeting requirements. We have a range of seating styles which can accommodate up to 40 delegates in each room.



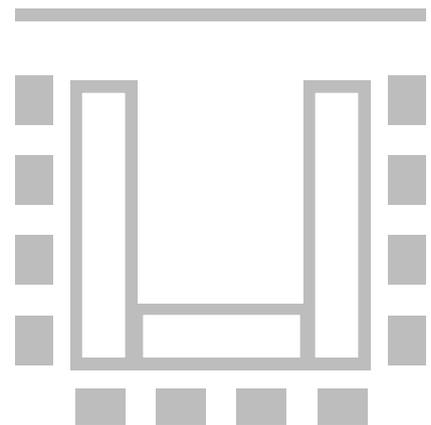
Theatre



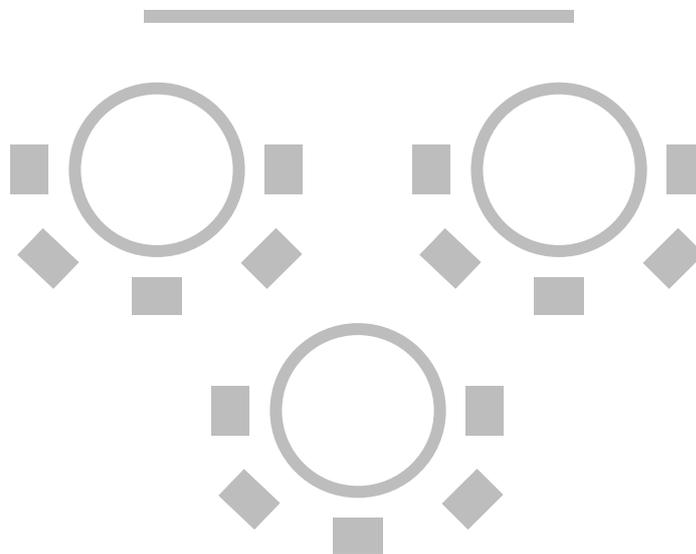
Boardroom



Classroom



U-Shaped



Cabaret

# BUSINESS LOUNGE & CAFE @ THE GREENHOUSE

Located in the main reception area, the business lounge offers a professional yet relaxed environment for informal meetings, 1-1s and networking opportunities.

## Key Features

- ✓ Relaxed, informal seating
- ✓ Free Wi-Fi
- ✓ TV
- ✓ Access to Cafe @ The Greenhouse
- ✓ Located next to all amenities and reception



Menus for Cafe & The Greenhouse and our buffet catering offer are available on our website.

# VIRTUAL OFFICE

At The Greenhouse Business Centre we can offer you virtual office services to help you present a professional business image. We can offer a two tiered virtual office facility to suit all budgets and business requirements.

Package 1	Package 2
£25/per month.	£55/per month.
Use of the Greenhouse Business Centre as your business address for all correspondence and deliveries.	Use of the Greenhouse Business Centre as your business address for all correspondence and deliveries.
Mail will be sorted daily into a designated post locker for you to collect.	Mail will be sorted daily into a designated post locker for you to collect.
	One dedicated landline that can be diverted to another off-site number or to your mobile. Additional numbers can be organised for a fee.
	Voicemail facility with a personalised greeting and ability to retrieve messages remotely.

**Registration:** A one off fee of £25.00\* is payable when setting up your agreement.

**Payment:** virtual office fees are payable monthly in advance by standing order.

**Deposit:** a deposit of one month's fee is payable at the time of setting up your agreement. This is refundable upon termination and settled accounts.

*\*All prices quotes are subject to VAT at the standard rate.*

*Please contact The Greenhouse on 01207 524800*

# OFFICE SPACE

Are you looking for a place to start your business? Or do you need a place to grow? There is no place better than The Greenhouse Business Centre

## Key Features

- ✓ Flexible lease terms
- ✓ Free Parking
- ✓ Secure environment including 24hr CCTV
- ✓ 24/7 Building Access
- ✓ Shared kitchen facilities
- ✓ Discounted rates for conference rooms
- ✓ Free use of Business Lounge & breakout spaces
- ✓ Mail Delivery
- ✓ Electricity & Heating
- ✓ Telephony and internet access - FTTC\*



*\*Call charges apply for Telephony/FTTC may incur additional charges.  
All prices shown are exclusive of VAT. VAT will be applied at the standard rate.*

# ENVIRONMENTAL STATEMENT

## 1. Environmental Policy

**Groundwork NE & Cumbria is committed to the improvement of local communities in areas of need. Through partnership we help to inspire change that will secure all our futures. Operating throughout the region, with dedicated teams we specialise in environmental improvements, employment and business services, green economy projects and climate change activities. Our success is based on engaging local communities, young people, local businesses and the public sector.**

The nature of Groundwork NE & Cumbria's activities mean we have the opportunity to improve and enhance the environment in which we live and work. As an environmental regeneration charity we regard environmental performance as an integral part of our business and therefore are committed to maintaining high environmental standards in every aspect of our activities. In order to achieve this we maintain systems compliant with ISO 14001. The Scope of Our Environmental Management System included the activities, products and services associated with facilities management, the management of environmental consulting, landscaping land management and community project work including training, education and children and young people's programmes.

**Groundwork NE & Cumbria is committed to;**

- **Operate in compliance with all relevant environmental legislation and other requirements to which we subscribe;**
- **Prevent pollution and protect the environment as a result of our activities by identifying significant risks and implementing adequate control measures accordingly;**
- **Continually improve our environmental performance by establishing a programme of objectives and targets;**
- **Identify, monitor and measure our environmental aspects and impacts to understand how our activities and services interact with the environment;**
- **Identify and provide environmental training for our staff in relation to specific job roles;**
- **Involve people from across our organisation to ensure that continual improvement is achieved.**

Ultimately, the Board is accountable for the implementation of this policy but delegates day to day responsibility to the Chief Executive, who through the Directorate and Heads of Service ensures it is adhered to by all persons working for or on behalf of the Trust and is available to all stakeholders and the public. It will be regularly reviewed by the Board and revisions made as and when necessary in light of any legislative or organisational requirements.

**This policy will be available to the public when requested and accessible on our website.**