

Third Sector Enterprise Hub, Office Space
and Conference Facilities

Kent Enterprise House

New, High quality, Affordable, Serviced Office Space in a Prime Location
a Community for Like-minded Organisations



Serviced Hub Space from
only

£20 per day or
£260 per month

Open to negotiation for
multiple desks

WE CAN SAVE YOU MONEY

The Links, Eddington, Herne Bay, Kent, CT6 7GQ

To arrange a tour call **01227 844500**

Kent Enterprise House is a project of Kent Enterprise Trust – a charity creating meaningful activities, training and employment for disadvantaged groups.

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Third Sector Enterprise Hub

The community enterprise hub will be a flagship to encourage community development and networking. The hub will also enable third sector organisations to be part of a robust support infrastructure to develop and sustain their business.

Conference Facilities:



- ✓ 3 spacious meeting rooms, one of which is an IT facility with high specification products. These rooms can be turned into one large event room, holding up to 100 people.
- ✓ Equipment including: Overhead projector and screen, Plasma TV, DVD/VCR, flipchart, lectern, sound system, telephone conferencing.
- ✓ Photocopying, faxing and printing services available.
- ✓ Catering facilities.

Hub space available for social enterprises:

- ✓ Office space – with desk, chair and drawer cabinet under desk and 1 metre storage cabinet.
- ✓ Full reception service – including call forwarding and a meet and greet service.
- ✓ Breakout points – ideal for coffee, lunch breaks and informal meetings
- ✓ Business Rates and Buildings insurance.
- ✓ Prices from just £20 per day.



Excellent Location - right in the heart of East Kent:

- ✓ Buses to Canterbury with bus stop right outside building.
- ✓ Train to London in 1.5 hours - Herne Bay train station in walking distance of conference centre.
- ✓ Easy to access from the Thanet Way.



Your Hosts

As a third sector organisation, Kent Enterprise Trust (KET) is acutely aware of the issues, needs and challenges of charities, voluntary and community groups and social enterprises. We also know that survival rates of organisations are greatly improved if they are within a supportive 'hub' environment (Source: UKBI) and how working alongside likeminded organisations increases networking and opportunities.



Kent Enterprise Trust (formerly Canterbury and District Enterprise Trust - CADET) is a registered charity. One of the remits of the charity is to create and encourage enterprise in the third sector as a way of regenerating local economies and engaging those with disadvantages in training and employment.

Founded in 1984, KET has an established reputation as one of the largest charities in Kent working to develop partnerships, create training and supporting infrastructure.



- **Affordable**
it is a cheaper option than renting your own building
- **Professional**
modern, supported office space where the phone is always answered
- **Fit for Purpose**
we are the first specialist, purpose designed business support centre of its kind in the area, run by the third sector for the benefit of the third sector.

Overview of Third Sector Needs

Third Sector Organisations have identified that some of the help you need includes:

- **ICT** training, facilities and support.
- **Premises** which are affordable and high quality, with short term rental options.
- **Networking Opportunities**, to find out about current issues such as funding and governance.
- **Meeting and Conference Rooms** – large and small with professional, suitable and affordable facilities.
- **Training** opportunities in topics such as Leadership, Management and Volunteering which are affordable and suitable.
- **Support services** such as HR and finance to help your organisation grow and thrive.

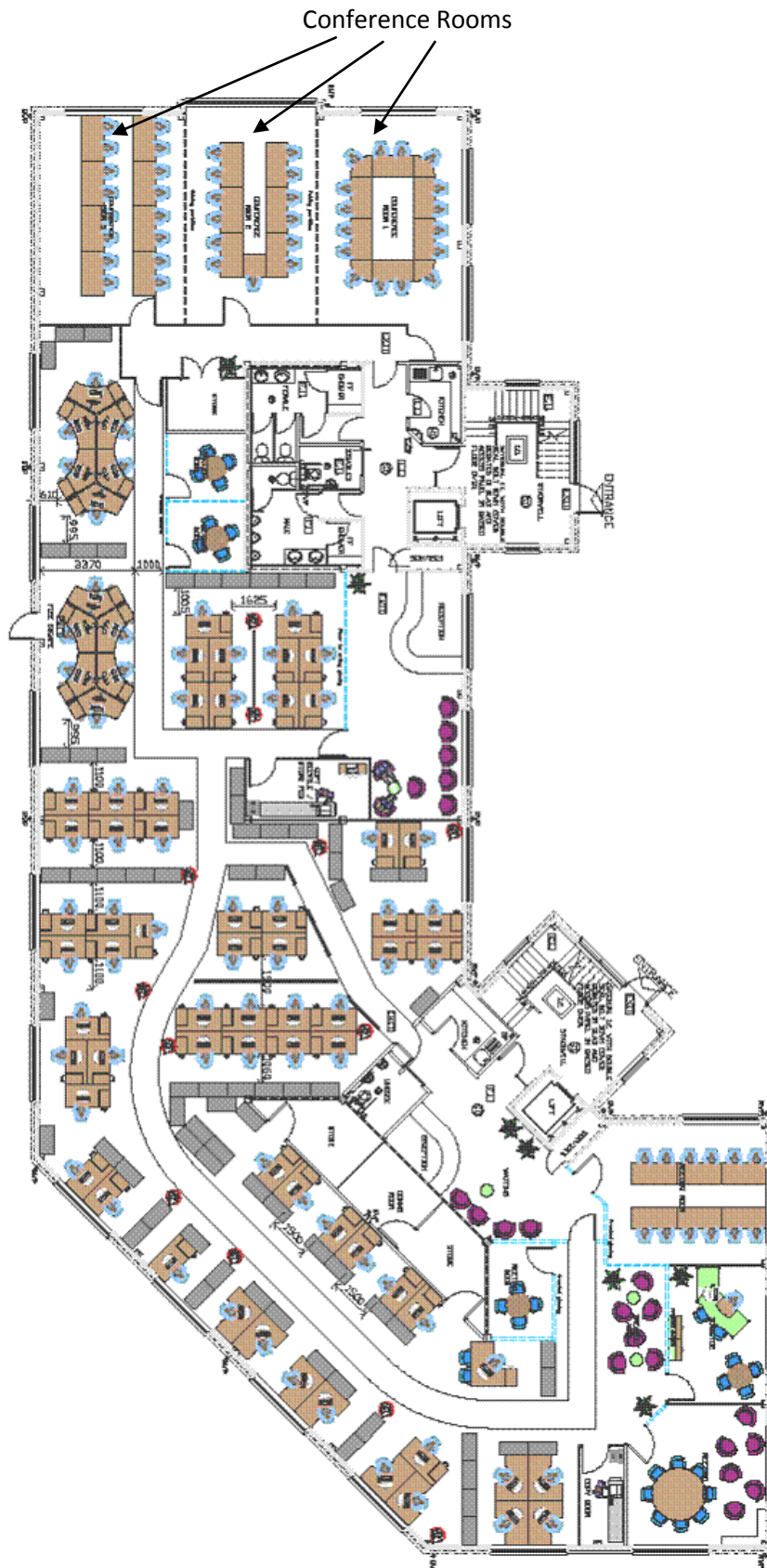
Together with link organisations, we can cater for all of these needs and work with you to widen our remit and continue to meet your needs, creating partnerships and opportunities for you in these ever changing economic times.

Link Organisations

We believe that involving key stakeholders such as the voluntary and community sector, social enterprise, Canterbury City Council, Kent County Council, GOSE, SEEDA and the East Kent Local Strategic Partnership; along with regional and national representative bodies and networks such as the Kent and Medway Social Enterprise Network and CaDVAS will give the third sector hub a combined strength in delivering a start to finish, easy-in easy-out, third sector managed facility and service.

Who this facility will suit

- ✓ Large organisations that require a **Head Office base** for 2-16 desks as well as access to meeting rooms, and who will benefit from networking and running events on the premises.
- ✓ **Networks, Associations and Community Support Groups** that need a central location to work from and that will benefit from networking and running events on the premises.
- ✓ **Individuals** who need hot desk facilities whilst in the area.



Meeting and Conference Services and Products

	Theatre style	Horseshoe	Teaching rows	Boardroom
Appleton suite	32	13	16	16
Laming suite	32	13	16	16
Merza Computer suite	32	13	16	16

Rates	Half Day	Per Day
Small Meeting Rooms (4-6 people)	£10 (per hour)	£60
Appleton Conference Room (16 people in teaching formation, 32 in lecture style)	£60	£110
Laming Conference Room (16 people in teaching formation, 32 in lecture style)	£70	£130
Merza Computer Suite (16 people)	£120	£220
Conference Suite (3 rooms combined)	£170	£300

Conference Facilities Available

Internet Access	Free	Flipchart	£5 (additional pad £5)
PC Projector per day	£8 per day	Telephone conferencing	No additional charge beyond call cost
Overhead projector	£8 per day	Catering facilities	£7.50-£12 per head
Photocopying, faxing and printing services	From 4 pence a copy	Secretarial services (such as minute taking)	£1.50 per head tea/coffee
			From £20 per hour

Hub Services

Provided within the office package

Business rates	Post handling	Recycling (except glass)
Air conditioning and heating	Daily cleaning of all areas	Refuse collection
Electricity	Washrooms including showers	Free link to your website
Bookable parking spaces (subject to availability)	Maintenance of building and grounds	Own use Tea and Coffee (visitor and conference refreshments charged separately)
Bike racks	Buildings insurance	Water coolers within the office
Breakout points – ideal for coffee, lunch breaks and informal meetings	Your signage at reception (small additional charge)	Confidential shredding
Full reception service - including call forwarding and a meet and greet service.	Security – fob/swipe cards entry to building	Disabled access

Office Services and Facilities

	Cost		Cost
Daily Hot Desking	£20	Phone plus broadband per day	£5 – call costs from 3p per minute
1 desk per month	£260	Phone plus broadband per month	£29.95 – call costs from 3p per minute
2 desks +	5% discount		
4 desks	15% discount		
6 desks	25% discount		



Kent Enterprise House

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