

Midlands Arts Centre (MAC): Hot Desk Hire

Additional Information for Individuals and Companies

Bookings Costs 2019 – 2020 <i>(All costs are ex-VAT)</i>					
	Per Annum	Per Quarter	Per Month	Per Week	Per Day
Rent Desk space charge	£2426	£667	£243	£64	£14
Services fee A contribution towards mac's building and amenities running costs.	£788	£212	£76	£20	£4
Subtotal	£3214	£879	£319	£84	£18

Meeting Room Hire Discount	20%	20%	20%	N/A	N/A
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Fees for specific services		
Telephone calls, postage and photocopying will be charged according to usage and are subject to VAT.		
Printing & copying charges	10p per sheet black & white	20p per sheet colour

Conditions of Use

- Hot desks are available from **Monday to Friday** from **8.30am – 5.30pm** (*access hours negotiable for long term users*).
- Hot desks should be booked at least one week in advance by calling the Administration team on 0121 446 3200.
- All companies/individuals are required to complete a brief induction which should take place prior to or during your first booking.
- The location of a hot desk is not guaranteed and may change due to demand and availability.
- All office users should respect other users and keep noise and any disruption to a minimum.
- Security access cards should be signed out from the Sales and Information desk when hot desk users arrive and returned at the end of each day. Long term users can be issued with a permanent security card (*subject to a £10 returnable deposit*).
- Recycling facilities are provided.
- Kitchen facilities and a rest area are located in the main office. An area for food storage and fridge space will be provided; however the individual/company are required to provide all of their own refreshments.
- The kitchen area should not be used for meetings between 11 – 3.
- Meeting rooms are available for hire, for information about room availability and rates, or to make a booking please contact the Event Sales team on 0121 446 3367.
- If you require additional equipment please contact the Administration team to discuss your requirements (*additional charges may apply*).

If you have any queries or wish to make a booking please contact the Administration team on 0121 446 3200.

Midlands Arts Centre

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