

Your own office in Soho – without the usual costs and challenges



Since 2014, we have enjoyed the use of a bright, airy office in Soho. The office is fully furnished with eight desks, its own washroom, a kitchenette for drinks and snacks and a conference room for up to six people. It's a lovely space to work in - and perfect for meetings with clients and colleagues.

Now, with 2020 technology and remote working becoming increasingly efficient – we realise that ***we don't need everyone in the office, every day.***

Perhaps you are thinking the same way?

Third Floor, 48 Beak Street, London W1F 9RJ



We have the perfect solution. We can offer:

- Exclusive one-day hire for meetings or group work.
- Exclusive use of the whole office, for one to three fixed days each week.
- Shared use (with us) of the office – one to four desks, plus the conference room – for one to five fixed days per week.



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And we take care of all the usual hassle:

- No long term contracts – just 48 hours notice required for cancellation.
- No big security deposit – just pay in advance for single day rentals, four weeks notice for longer term agreements.
- No problems with admin or maintenance – we handle all issues with the landlord.
- No hidden costs - we pay the rent, rates and service charge, we make sure everything works and we get it fixed when it doesn't.
- We also provide free secure WiFi, a microwave, and a kettle – and a lockable cupboard, to keep your personal items safe, on the days you aren't there.

What does it all cost?

Single day use rates:

- Exclusive use (08.00 – 18.00): £600 per day + VAT. Payable at time of booking. Cancellable and fully refundable up to 48 hours in advance of use, at no charge.

Longer term hire rates

- For exclusive use (up to 8 desk spaces), one fixed day per week: £400 + VAT per week.
- For shared use (up to 4 desk spaces), one fixed day per week: £250 per week.
- Minimum rental period: four weeks.
- *Cost pro rata for additional days. Bespoke arrangements also considered.*

Need to know stuff:

- The total floor space is 715 square feet, including desk space and a conference room.
- It has its own washroom/WC within the office.
- There is a kitchenette with microwave, dishwasher, refrigerator, kettle. Disposable cups and plates provided. All food must be binned or removed at the end of each day.
- Use of office is at your own risk. You are responsible for satisfying yourselves that everyone who enters the office while you are there, is healthy and covid-free.
- Desks and chairs are arranged to allow recommended social distancing.
- It will be hygienically cleaned every day before you arrive, by our long-serving and trusted cleaner. A member of our staff will be on call in case of problems or emergencies.



Who to contact:

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