

# FernBank

## FernBank Business Centre

FernBank offers the opulence of a large nineteenth century house with beautifully decorated in warm colours with light, airy and warm offices.

In addition to its grandeur and nostalgic appeal, FernBank is the perfect place for you to grow your business. With a range of rooms of different sizes providing affordable office space within a supported environment. Every office has the latest in communications and broadband connectivity.

FernBank is situated in a quiet residential area close to the centre of Burnley, offering our tenants and guests a beautiful setting in which to work and do business. Built in 1895 by Cotton Manufacturer Alfred Lancaster, the building has a feel of opulence, with many of the original features of the house still remaining, a grand entrance hall, high ceilings, intricate covings, chandeliers and large windows creating beautiful light, airy offices and meeting space.

Our team is dedicated to providing a luxurious environment coupled with all the facilities and professionalism you would expect from a professional Business Centre.

FernBank has its own car park, overflow parking and plenty of on street parking. Situated less than a mile from the M65 motorway and Burnley Manchester Road Train Station is only 10 minutes walk away, which now offers a direct link to Manchester, Blackpool and York.

FernBank has some small garden areas and seating has been provided for tenants to sit outside in the summertime during breaks. The business Centre also backs on to Scott Park for those wishing to take a long lunch break during the warmer months.



## **Leasing a room at FernBank**

### **Questions & Answers**

#### **Do you offer reception services?**

During the hours of 9am and 5pm, Monday to Friday, we will greet people arriving at the centre for meetings etc. They will be asked to sign in and asked to take a seat whilst we call you to let you know that you have a guest.

We can supply local telephone numbers which can divert to an answering machine with messages forwarded via email, diverted to a mobile or answered in your Company name for an additional fee.

#### **Do the rooms have telephones?**

All our rooms can be installed with a state of the art telephone system that can divert calls directly your mobile and email you when you have been left a voicemail.

#### **What about my computers and internet access?**

Each room has its own secure wired network with access to the internet that you can use for your PC.

The building has WIFI that tenants and guests can access via a password.

Tenants can order a secure wireless access points so that they can share data with chosen colleagues working in the building. This also allows tenants to connect their smartphones and tablets.

#### **Can anyone help with my IT?**

Our primary tenant in the building and owner of FernBank business Centre is Bandicoot Limited. The Company has been providing IT support to small and medium sized businesses for over a decade. Bandicoot are offering tenants a discount on all IT services. For more information see [bandicoot.co.uk](http://bandicoot.co.uk)

#### **How are rooms priced?**

We price rooms according to the square meterage. Our smallest office Cherry is £140 per month and our largest office Elm is £445 per month.

#### **Are utility bills included?**

The room price includes heating and electric.

#### **What about business rates?**

Business rates are also included.

#### **Can I use the training/meeting room?**

Office prices include a monthly allowance of 4 hours free access to the meeting/training room. The Elm room has 1 day per month free. You can view availability of the meeting room via [fernbankoffices.co.uk](http://fernbankoffices.co.uk). and make bookings required.

### **Who else will be using the training/meeting room?**

Other tenants, people who have a virtual offices and members of the public can book via the website, however they will have to put down a deposit in order to book it. If demand for the room is such that tenants are having difficulty gaining access to the room we will look at managing the booking process in order to give tenants priority.

### **Can I use the communal seating areas?**

Tenants may use the sofa in the foyer and the chairs and breakfast bar in the kitchen as they wish. People using the training/meeting room will also be allowed to use these as “break out areas” however this will be on the understanding that tenants and their guests will have priority unless your agreement has been sought in advance.

### **How will I access the building?**

You will be given a key for the front door. If you want to use the cycle room you can purchase a back door key and will be given the combination code to the back door and cycle room.

### **Where can I park?**

The car park has spaces for 10 cars. Each office has one designated space apart from the Elm room which has two. There is plenty of free on street parking available locally.

### **Where will my guests park?**

There are two spaces at the rear of the building for guests and there is plenty of free, unlimited, on street parking available locally. If you are expecting numerous guests, there is also an overflow car park next to the adjacent building (Coal Clough Community Centre) with room for around 10 cars which can be used by prior arrangement.

### **Are rooms furnished?**

Tenants can furnish rooms themselves however we can also supply furniture on a lease basis.

### **Will my room be locked?**

All tenant rooms are fitted with a five lever mortice lock. We encourage tenants to lock their room when they are not in the building. One key will be provided per room. Further keys can be supplied as required.

### **Is the building secure?**

The building is fitted with CCTV cameras outside and PIR lights. All rooms and communal areas have alarm sensors connected to a sophisticated alarm system which will notify us if the alarm has been activated. Five mortice locks on tenants rooms provide additional security, and time for us and the police to respond if the alarm is triggered.

**Is there disabled access?**

We have a portable ramp for guests using a wheelchair. We have a wheelchair friendly toilet on the ground floor and extra wide doorways to the front door, training room and the ground floor office.

**What about fire safety?**

We have smoke detectors connected to a central fire alarm in each office and communal rooms. Fire signage and emergency lighting will direct you or your guests to the nearest fire exit. We have fire extinguishers situated in key areas around the building and a fire escape on the first floor.

**Can I put a clock and pictures etc. on the walls?**

We will arrange for clocks and pictures etc. to be put up by our maintenance man upon request.

**How will I get my mail?**

Your mail will be collected daily and sorted into your dedicated pigeon hole. You will be given a key to your pigeon hole so that you can check it whenever you like.

**Can I have parcels delivered?**

We will take receipt of parcels during the opening hours stated above and hold them for you in a safe place. A card will be placed in your pigeon hole informing you that we have a parcel for you.

**What cleaning is included?**

We will clean the communal areas regularly but you will need to clean your own room. A Hoover is available upon request.

**What about waste and recycling?**

Two large bins are provided outside, one for general rubbish and the other for dry mixed recycling. The bins are emptied fortnightly. The sanitary bins are provided in all three of the toilets.

**Is there any additional storage?**

Each room comes with a large lockable cupboard with three shelves, approximately three feet wide. Some of these cupboards are high however and you may not feel they are suitable for your needs. Two of the rooms have additional internal storage.

**Where will I be able to make drinks?**

There is a kettle and fridge available for all tenants to use in the kitchen. Each room comes with a cupboard to keep cups, cutlery, tea and coffee etc. You can have a kettle in your room if you wish.

**Can I use the shower?**

All tenants can use the electric shower. The shower is free, subject to a fair use policy.

**Can I have a locker for clothes and toiletries?**

We have lockers available for tenants who cycle or run to work regularly.

**Will I have to sign a formal lease?**

Our solicitor will draw up a formal lease for you to sign, confirming the terms and conditions and the monthly payments required.

**Will I need to pay as deposit?**

You will need to put down two months rent in advance. Provided that when you leave the room is in the condition you found it when the lease began the deposit will be returned to you in full. If we need to pay for the room to be repainted or the carpets or other fixtures to be replaced (aside from normal wear and tear) the amount we pay will be deducted from the deposit.