

## Meeting Rooms



Haven Room

The Haven Room is our smallest meeting room with a capacity of up to 14 people round the boardroom style tables. With 200 sq ft of floor space this room is small enough for meetings of 2 people to a maximum of 14 people.

This room houses its own Projector, Screen and Laptop and also has a free standing Flipchart.



Humber Room

The Humber Room, our medium sized meeting room, has a capacity of up to 22 people round the boardroom style tables or 50 theatre style. With 600 sq ft of floor space this room caters for larger meetings of 12 or more or for people who require a little bit more space than the Haven Room can offer.

This room houses its own Projector, Screen and Laptop and also has a wall mounted Flipchart and Whiteboard.



Ropery Hall

The Ropery Hall is our largest room with a capacity of up to 120 people in a theatre style layout. The Room can be arranged boardroom style, classroom style or theatre style. With its own stage, wall mounted Projection Screen, ceiling mounted Projector, Induction loop, PA system and 1200 sq ft of floor space this room is perfect for the larger meeting or conference.



**NEW**

## Associate Membership

**An innovative opportunity for Creative Industries**

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## Associate Membership

Associate Membership is a new opportunity provided by Barton based Fathom Works in response to enquiries from creative businesses in the area.

Those taking advantage of this new opportunity will be able to achieve a professional, business image and at the same time keep overheads to a minimum.

The two packages available both include mail holding facilities, preferential photocopying rates and business hire rates for meeting rooms and a limited number of days hot desking while the Enhanced Associate Membership also includes other benefits such as mail handling and telephone answering.

## Associate Membership £15 per month

- > Mail Holding
- > 1 Day hot desking
- > 50% off Business Rate Room Hire (Humber & Haven)
- > Preferential photocopying rates

## Enhanced Associate Membership £50 per month

- > Mail Holding
- > Mail Handling
- > Telephone Answering
- > 3 Days hot desking
- > 50% off Business Rate Room Hire (Ropery Hall, Humber & Haven)
- > Preferential photocopying rates

### Mail Holding

Use The Ropewalk address for your incoming mail, which can be collected from our reception.

### Mail Forwarding

Use The Ropewalk address for your incoming mail, which we will then forward to another address for the standard Royal Mail rate plus a 10% handing fee.

### Telephone Answering

Your business calls can be answered by a member of our reception team, in your company name, along with a voicemail facility. The team will take your messages and you can choose to phone in, collect your messages in person or our reception staff can send a daily email with your telephone log.

### Hot Desking

Hot Desking facilities are available to hire as and when you require them, offering you a convenient base at The Ropewalk when you need it.

The package includes: a chair and desk, PC, broadband and telephone (charges for telephone calls are in addition to the standard fee). Additional time charged at £10 per day.

### Meeting Room Hire

Fathom Works houses 3 meeting rooms as detailed overleaf. Associate Members benefit from a 50% discount on meeting rooms mentioned in the packages. Fathom Works' meeting rooms offer a great environment for you to meet your clients. All rooms are equipped with the standard meeting equipment including Laptop, DVD player, Projector, Screen and Flipchart. Refreshments are available including buffets from the Ropery Coffee Shop.

### Photocopying Rates

Photocopying can be done on site at a reduced rate of 3p per black & white or 12p per colour copy.

## Notes and Terms

As our remit is the support of creative industries we reserve the right to refuse the use of these services to any client that does not meet our entry criteria.

Any recorded/special delivery letters or packages will be signed for unchecked.

Packages and recorded/special deliveries cannot be redirected.

For clients wishing to collect their post from reception, please ensure you bring ID with you.

Should you require someone to collect the mail on your behalf, we would ask you to provide them with a signed letter of authorisation.

The telephone answering service requires you to forward calls from your current number to one of our internal telephones. You may forward calls from any number including 08 numbers and they will be answered in your company name by a member of our reception staff.

Please note that all telephone calls made and received are logged.

Sent e-mails are filed and kept for one month.

Whilst we try to ensure that all messages are sent, Fathom Works cannot accept any liability for lost messages or redirected post.

We will greet your clients in the manner of your choosing wherever possible (at our discretion) and take messages on your behalf.

We reserve the right to terminate any phone calls or other services in order to protect our staff against abusive behaviour or illegal activities.

Either party may cancel the service at any time by giving 30 days notice.

Payment for all services to be made by direct debit only. Any cancellation of direct debit without notification will result in suspension of services.