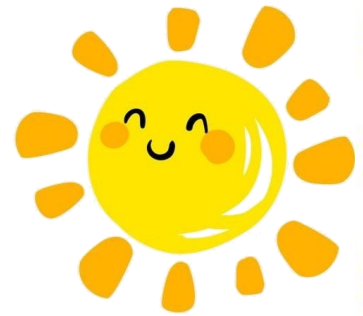


REGAL COURT

BUSINESS CENTRE

JULY



What's Happening at Regal court Business Centre

May 2020

Car Parking

Some of you may have noticed the centre getting busier as people return to work.

With this in mind please can you ensure when parking on the Ground Floor you are not on parking in Explore Learning Bays.

These are individually signed and are only for their staff.

If the ground floor is full and there is NO Regal Court Bays available you will have to park in the Basement.

Also please park on your designated level, if you are unsure if this is the Ground Floor or Basement please let us know.



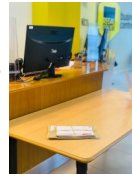
Sending parcels and letters

Post collections are currently scheduled for Mondays Wednesday and Fridays with Royal Mail.

Please bring any post to reception by 3pm to ensure it is sent out that evening.

Additionally if you require to send any post or parcels via courier this must be with reception by 12pm ensure same day collection.

If you have any questions in regards to a letter or parcel you wish to send out please let a member of the reception team know.



Meet the Team

Fiona Bryan
Business Centre
Manager

Sian Warner
Marketing Assistant /
Customer Service
Representative

Kathrine-Anne Douglas
Meeting Room Coordinator /
Customer Service
Representative

David Taylor
Estates Manager

Bob Sampson
Head of IT

New Clients

This month we have a new client joining us on the 1st floor!

Please welcome Ann Physiocare!

Ann Physiocare has sites all over the country and now have their sights set on Slough.

They are a unique forward thinking physiotherapy clinic which provides a holistic approach to treatment.

Pop into 105 to see how they can help you!

Kathrine has returned!

After nearly 3 months on furlough, Kathrine has returned to the centre!

She is available on ext. 9000 if you have any questions or queries.



Opening Times

With our clients all back and ready for business we are now extending our opening times!

From Wednesday the 1st of July, reception will be manned from 9am to 5pm.

As always, in the case of an emergency outside of our opening hours you will be able to contact the team on 01753 910 909.



Have you seen our new Meeting Room

Prices?!

Meeting Room	Hourly Rate
Rothko	£15
Hofmann	£30
Picasso	£50
Dali	£25
Warhol	£30
Dali Suite	£50

NEW- Day Office

Do you need a space to work for a few hours? If that's the case you should enquire about our new day office!

Our Day Office is available from 9am until 5pm Monday to Friday at

**only from £4per day
(plus vat)**



Follow us on social media!



@regalcourtbusinesscentre



@regal_court



Regal Court Business Centre

Coronavirus update at Regal court Business Centre

At Regal Court we have remained open throughout and continue to support all our clients during these uncertain times. Throughout these times we have been working hard on ensuring our centre is safe for all our clients and visitors.

With your assistance we will achieve a safe environment for all, by following our new protocols and safety measures.

Please find below all the changes that are now in affect in the centre.

For further information please head to our website.

Hand Sanitisers

Around the centre we have installed 11 new hand sanitiser points located in reception, lift lobbies and break out areas. Please uses these points when moving around the centre .



Kitchens

Level 1—Only 2 people at a time. When waiting for access please que are the designated point.

Level 2,3,4—One 1 person at a time, additionally que at the mark area's

All items used in the kitchens such and cutlery and crockery MUST be returned and placed in the dishwasher.



Lifts

We have measured and reviewed the lifts and have determined that these are only to hold 1 person at a time.



Only one passenger in a lift at a time

This is so we all can comply with social distancing of 2 meters.

Please can we encourage clients to take the stairs when possible to ensure the lifts are free for people who require them.

Meeting Rooms

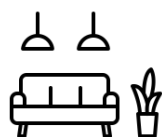
Each meeting room has been adjusted and changed to comply with the new covid-19 measures. This has resulted in a change of delegates in each room.



Please contact reception for any meeting room queries.

Break Out Areas

On our 1st & 2nd floor breakout areas seating has been limited and position in a safe distance from each other. These chairs are marked out by an X. These chairs should not be moved at any time



STAY ALERT

CONTROL THE VIRUS

SAVE LIVES