

Welcome

Congratulations to Student Safe for growing and moving to a large office of floor 3! Joining Regal Court Business Centre in August 2022, they have already been in 3 offices! Now moving into their 4th office in under a year!



One of the most beneficial features of a serviced office is the flexibility on all licence agreements!

We wish them well in their new office on level 3!

Meet the Team

Fiona Bryan
Business Centre Manager

Sian Warner
Marketing & Sales

Kathrine-Anne Douglas
Meeting Room Coordinator /
Customer Service
Representative

David Taylor
Estates Manager

Bob Sampson
Head of IT

New Fob Passes

Thank you MCM Alarms for fitting our new Fob system around the centre! All clients will now be using the black 'Paxton' fobs on all door around the centre.



With this in mind all orange 'Tru-portal' fob passes will need to be returned to reception. Any outstanding fob passes by Tuesday 28th February will be charged.

Courier Vs Royal Mail

With multiple options to send your post at Regal Court Business Centre it is important to understand the key differences when selecting your method of postage!



Royal Mail

Flexible methods from 1st & second Class, as well as recorded, special delivery via 9am & 1pm.

Limited on the size & weight items being sent out.

Must be handed to reception by 3:30pm for same day collection.

Courier



We use Velta for all our courier needs and by their booking system we log each individual item which is tracked at each stage of its journey with different delivery and insurance options.

Must be handed to reception by 12:00pm for same day collection.

Congratulation!

We would like to say huge congratulations to Kathrine for completing her masters degree in Biomedical Science at The University of East London



After a long year of working at Regal Court Business Centre part time, in between studies, exams and commuting to London, Kathrine hopes to



focus on finding a job in this field!

With this new degree achieved we look forward to see what the future holds!

Recycling—Dos & Don'ts!

We have noticed that lots of rubbish has been placed in the wrong bins in the communal areas! This will result in the whole bag being contaminated and thrown in general waste! Please can we ask everyone to make themselves familiar with the labels on the bins with what can be placed in there.



Valentine's Offer

Roses are red,
Violets are blue,
Regal Court has a meeting room offer for you!

We're sharing the love by giving you a box of chocolates for each meeting room booking between 13th and 17th of February

Ts & Cs apply

Cups and glasses in the dishwasher

- Please be careful when putting items in the dishwasher, and that glasses and mugs must be placed on the top shelf only.
- Glasses should be placed on the top shelf on top of the stickup grills which are located on the central parts of the top shelf. This will stop them from moving around and therefore breaking.
- This will also ensure that all the items are cleaned appropriately as all dishwashers are designed to wash plates at the bottom and cups/glasses at the top.

If anyone needs us to run through the procedure we will be more than happy to help. Please contact reception on extension 9000.

Additionally if anyone has any questions or queries please don't hesitate to ask.


@regal_court

Regal Court Business Centre


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Important & fun Dates

Tuesday 31st January - Monday 6th February—EOC air con service. 

7th February—Charles Dickens Day

Sunday 12th February—Darwin Day 

Tuesday 14th February—Valentines Day 

Tuesday 21st February—Pancake Day! 



Electric Car Charging coming soon to Regal Court Business Centre!

Details to follow!



Winter Weather

With the weather getting colder, there will be a chance of snow and ice. It is important all persons adhere to common sense protocols and accept they have a responsibility for personal safety by following simple rules:

- Snow and ice present health and safety risks, as the potential for slips, trips and falls increases significantly.
- Walk, don't run.
- Wear appropriate footwear with a non-slip sole.
- Try where possible to keep your hands free of objects in order to aid balance and minimise the effects of a slip, trip or fall.
- Allow more time for your journey.
- Be mindful of slipping while walking, particularly when using ramps and steps.
- If driving be mindful of skidding when leaving car parks as they may not have been gritted.

