The Boathouse Guide

WELCOME!

We are very happy to welcome you into our office 'home'!

Your Club Membership enables access to desk and meeting space at:

The Marketing Matrix / The Corporate Escape Club office,
1st Floor, Rosewells Boathouse, Walton Marina,
Walton-on-Thames, Surrey KT12 1QW.

THE CORPORATE ESCAPE CLUB

Agreement
Access is provided to you at the discretion of and as a Member of The Corporate Escape Club and covers the first-floor area at the top of the stairs up to the door to the corridor.

You can choose to use desks or meeting space ad hoc, or have a rolling agreement month to month. Should we need to end the agreement for any reason, we will provide as much notice as possible.

Important:: This is *not* a sub-letting agreement which means it is *not* possible to make The Boathouse your registered or postal address. It is available to Members only.

HD Member Fees - Monthly HD membership fees plus
Desk Space @ £15 / Day - Booking link
Small Meeting Room (Boaty McBoat Place) @ £25 / Day - Booking link
Boardroom Table @ £50 / Day - By arrangement
Exclusive use @ £75 / Day - By arrangement only.

Ad Hoc Space Hire Fees - Monthly standard membership fee plus
Desk Space @ £30 / Day - Booking link
Small Meeting Room (Boaty McBoat Place) @ £50 / Day - Booking link
Boardroom Table @ £100 / Day - By arrangement
Exclusive use @ £150 / Day - By arrangement

Working Hours

Access is available between 9.30am and 4.30pm, Monday to Friday only.

The space is not open on Bank Holidays.

Support

Please get in touch with Emma or Anneve for support, not Tingdene staff - unless there is an emergency.

We may not always be in the office, so please text or call us if you require assistance.

Emma: 07957 439080 Anneve: 07712 051583

Security

The office is open to the public, so we highly recommend you invest in a tether for your laptop and any other valuable items. If you leave the area, please take any valuables with you and ensure your equipment is insured.

We cannot assume responsibility for your property.

Gates

The marina gates should be open during the hours of access, but if not, please get in touch with Emma or Anneve for the code.

Toilets

These are accessed via a separate building. The door code will be displayed on the white board.

Office Materials

Paper for the printer is available in the box next to it. Please bring any other consumables with you and let us know if you replace an ink cartridge.

Refreshments

Tea and coffee-making facilities, water and biscuits are available for your use. If you are planning to entertain clients, please ensure sufficient refreshments are available in advance and bring your own milk.

Wi-fi

This is accessible via The Marketing Matrix network. The password is on the window of the small office.

If this fails, please ensure you have access to a personal hotspot so your work is not disrupted.

Temperature Control

The Boathouse is 150 years old and heated with storage heaters and ventilated with windows.

This works well apart from on the hottest or coldest days of the year, or when the wind is blowing in a certain direction! On these days please ask for a fan or a heater and always wear layers in case!

Dog!

We have an office dog - Starsky the Cavachon. He is friendly, but if you have any concerns please let us know so we can introduce you gently.

He is generally quiet unless he hears a loud noise in which case he'll let us know about it, but if he's here so is Anneve who will keep him calm and as quiet as possible!

Car Parking

Between April and October many of the boats are in the water which means there is usually parking available in the Marina car park. Between November and March the boats come out of the water, which reduces the parking available.

If you park in the Marina car park, please display your Guest Pass in your car which will indicate to Marina staff that you are parked there with our permission.

If parking is not available in the Marina car park, please head over to the free Cowey Sale car park on Walton Lane, an approx 5 minute walk along the river.

Parking is of course at your own risk.

Guests

If you bring guests onto the premises, please register them in our guest book and ensure they display a Guest Pass in their car if they are in the car park. Your guests remain your responsibility at all times.

Children

Due to the risk around the stairs and water we do not allow children under 16 on the premises.

Standards

Professional behaviour is, of course, expected at all times whilst spending time on our premises. Please leave the space clean and tidy.

If you have any questions or queries at all please just ask!

Honest and open conversation is the best way for us to resolve any concerns you may have about this arrangement.

Please respect your fellow Club Members, berth holders, Tingdene staff and our neighbour tenants and keep noise and distractions to a minimum.

Terms

Booking a space at The Boathouse confirms acceptance of the terms of this agreement.

We request 48 hours notice of cancellation to enable your booking to be refunded.

Cancellation within this time cannot be refunded.

We reserve the right to revoke or withdraw this agreement at any time without notice.

We wish you a wonderful time at The Boathouse!

Anneve Hutchinson

The Corporate Escape Club - 07712 051583 - anneve@thecorporateescapeclub.co.uk