

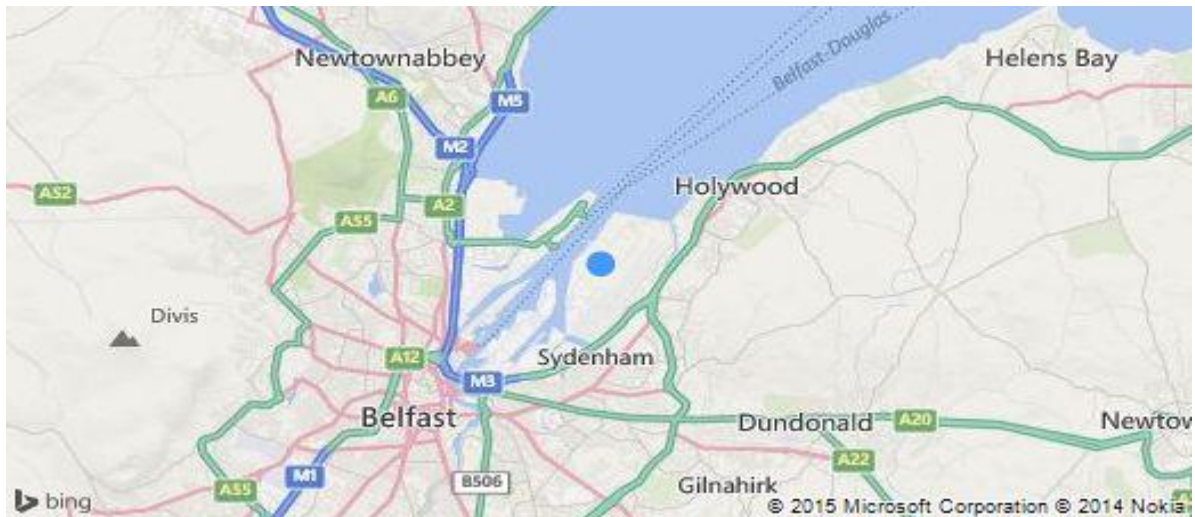


Disability  
Sport NI

## Serviced Office Accommodation

Unit F, Curlew Pavilion  
Portside Business Park  
189 Airport Road West  
BELFAST  
BT3 9ED  
Tel: 028 9046 9925  
Email: [kdrennan@dsni.co.uk](mailto:kdrennan@dsni.co.uk)

Disability Sport NI is located 5 minutes from Belfast City Centre. It has separate offices and desks available in a modern 2 story building. The building has meeting room facilities and on-site car parking making this an ideal location for your business within the Belfast area.



[bing.com/maps](http://bing.com/maps)



## **Office Accommodation and Services**

Disability Sport NI has desks available to rent in a large open plan area. The building is fully accessible with a newly installed passenger lift giving access to the first floor main office.

The following is included as part of the serviced office package:

### **General**

- Electricity
- Gas Heating
- Cleaning

### **Desk Space**

- Full sized desk
- Operator Chair



Storage and filing can be provided at an additional cost.



There is a meeting room available which can hold up to 12 people.





The building is fully accessible with a platform lift enabling access to the first floor.



## Additional Services

### **Telecommunications**

- Digital telephone lines and voicemail
- Direct dial numbers allocated to your business
- Outgoing calls charged at cost
- New cabling for easy networking
- Superfast Broadband

### **Administration Services**

- Handling of incoming and outgoing mail
- In-house stationery ordering facility
- Photocopying and printing facility

### **Finance & Payroll Services**

#### **Accountancy Services including:**

- Accounts preparation
- Credit Control
- Sales/Purchase Invoicing
- Expenses
- Preparation of grant submissions
- Other project specific finance

#### **Payroll Services including:**

- Weekly/Monthly payroll
- PAYE
- Employers for Childcare
- Pension contributions
- End of Year Returns
- P60

### **Additional Services**

- On-site car-parking
- Meeting Room Hire
- Kitchen facilities
- Fully maintained alarm system

## Charges and Fees

Description	Cost per month	Cost per annum
<b>Office Accommodation</b>		
Desk and Chair	£85	£1,020
Separate Office	£250	£3,000
Daily Hot Desk Rate	£50	N/A
<b>Telecommunication Facilities</b>		
Handset	FOC	FOC
Line Rental (1 line)	£18	£216
Broadband	£20	£240
<b>Photocopying (self service)</b>		
A4 Black & White	5p per copy	
A3 Black & White	10p per copy	
A4 Colour	15p per copy	
A3 Colour	30p per copy	
<b>Administration Services</b>		
Postage	Royal Mail charge plus 10% handling charge	
In-house Stationery ordering facility	Cost plus 10% handling charge	
<b>Finance &amp; Payroll Services</b>		
<b>Accountancy Services including:</b> Accounts preparation Credit Control Sales/Purchase Invoicing Expenses Preparation of grant submissions Other project specific finance	Cost to be agreed	
<b>Payroll Services including:</b> Weekly/Monthly payroll PAYE Employers for Childcare Pension contributions End of Year Returns P60	Cost to be agreed	

**Other:**

- Storage and filing systems can be supplied at an additional cost.
- Additional direct dial numbers can be purchased if required.
- ICT support can be provided at an agreed cost.

If you would like any further information or to arrange a viewing please contact Karen Drennan on 028 9046 9925 or [kdrennan@dsni.co.uk](mailto:kdrennan@dsni.co.uk).