



# Office, Conference & Meeting Facilities

The ideal location for businesses  
big and small



The Stansted Centre  
Parsonage Road, Takeley  
Essex CM22 6PU

  
**Weston**  
Business Centres



## The Stansted Centre

Situated 5 minutes from Stansted Airport, The Stansted Centre offers office space, diverse conference, event and meeting facilities with easy access to the A120 and M11.

Fully refurbished office space is available from 125 to 8,700 sq ft. These spaces can be offered fully serviced or adaptable to your business. All offices have parking, air con, 24/7 access and security and benefits from our professional and friendly reception services.

With a striking exterior the purpose built Centre offers exceptional, state of the art, adaptable facilities. The large internal glass atrium area and meeting rooms create a wealth of break-out areas.



**Weston**  
Business Centres



## Offices

The Stansted Centre specialises in providing modern, fully serviced offices to rent in Stansted at remarkably affordable and competitive prices. Our friendly and helpful onsite team are ready to support you whatever your situation.

Whether you are looking to move out from your home office, let an office for the first time, relocate, expand or downsize your office space, we have the office solution for you. Office sizes range from 125 to 450 + square feet (11 to 42 + square metres).

## Fully serviced offices

- Fully staffed reception
- Telephone answering
- Modern furniture
- IT support
- Internet and utilities
- Telephone lines
- Cleaning
- 24/7 access & security
- Air conditioning
- Parking
- Gym Facilities
- In House Café





## Conference/Events

The Conference Suite is a versatile 3,000 sq. ft area and offers many different layout options. From traditional theatre style (seating up to 300) to Cabaret style for up to 160, U Shape or Classroom style, there will be the right format for your event. The suite contains high definition audio visual equipment including large format plasma screens, projector and PA system.

Purposely designed the Conference Suite is ideal for a variety of events including training, regional meetings, traditional day delegate, product launches or even trade shows.

The Conference Centre is complimented by 8 meeting rooms and a huge glass central atrium which creates diverse break-out areas.

**Tel: 0800 542 7234**

Email: [enquiries@weston-business-centres.com](mailto:enquiries@weston-business-centres.com)

**[www.weston-business-centres.com](http://www.weston-business-centres.com)**





## Meetings

The Stansted Centre boasts a variety of bright, modern, air-conditioned meeting rooms with layouts that can be tailored to suit your requirements, accommodating up to 20 people. Telephone lines, internet connection and catering are available in every room. The meeting rooms are ideal for interviewing, training or holding any meeting to get away from the day to day business.

Via our in-house catering facility we offer refreshments and hot/cold catering menus in all of the meeting rooms and conference centre.

## Facilities

- Fully staffed reception
- Telephone answering
- Secretarial assistance
- IT support
- Conference Facilities
- Air conditioning
- 24/7 Access
- Gym Facilities
- In House Café





## Virtual Offices

Missing important calls whilst you are in meetings? Need a professional business address without the financial outlay of a physical office? Then use our virtual offices to project a great business image whilst keeping overheads down.

The Stansted Centre offers virtual office solutions, providing a professional introduction to your customers and clients. Our reception team will answer your calls, taking messages or transferring the call onto a forwarding number. You can choose exactly how you would like your calls to be answered and dealt with.

Faxes and post received at your virtual address can be held for collection or forwarded onto you.

### **Virtual solutions include:**

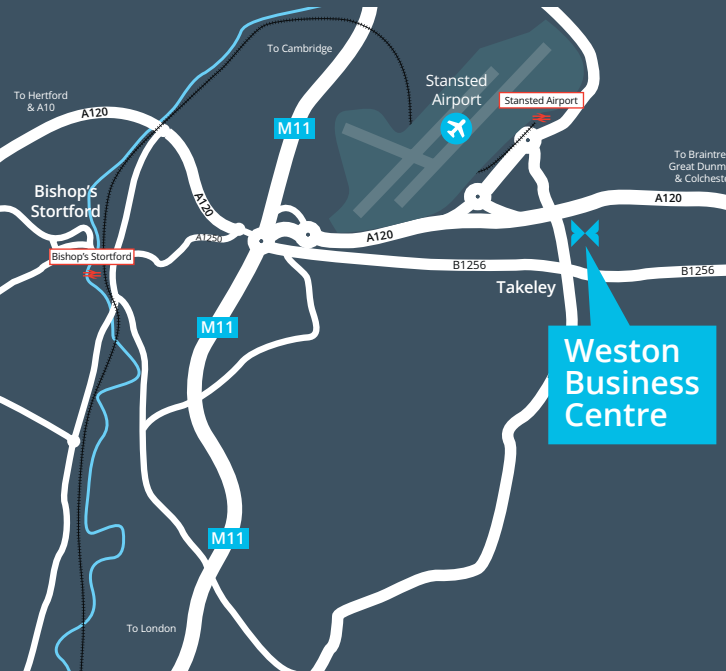
- Dedicated local telephone number answered in the name of your company
- Call forwarding
- Prime business address
- Mail and fax sorting and forwarding
- Ability to hire meeting rooms
- Access to administrative support



# Weston

## Business Centres

Weston Business Centres Ltd  
The Stansted Centre  
Parsonage Road, Takeley  
Essex CM22 6PU



Tel: 0800 542 7234

Email: [enquiries@weston-business-centres.com](mailto:enquiries@weston-business-centres.com)

[www.weston-business-centres.com](http://www.weston-business-centres.com)