

Access to
London (160 Fleet Street)
Facilities for Barristers
& Mediators in
England & Wales
made **simple.**

clerk**sroom** | *London*





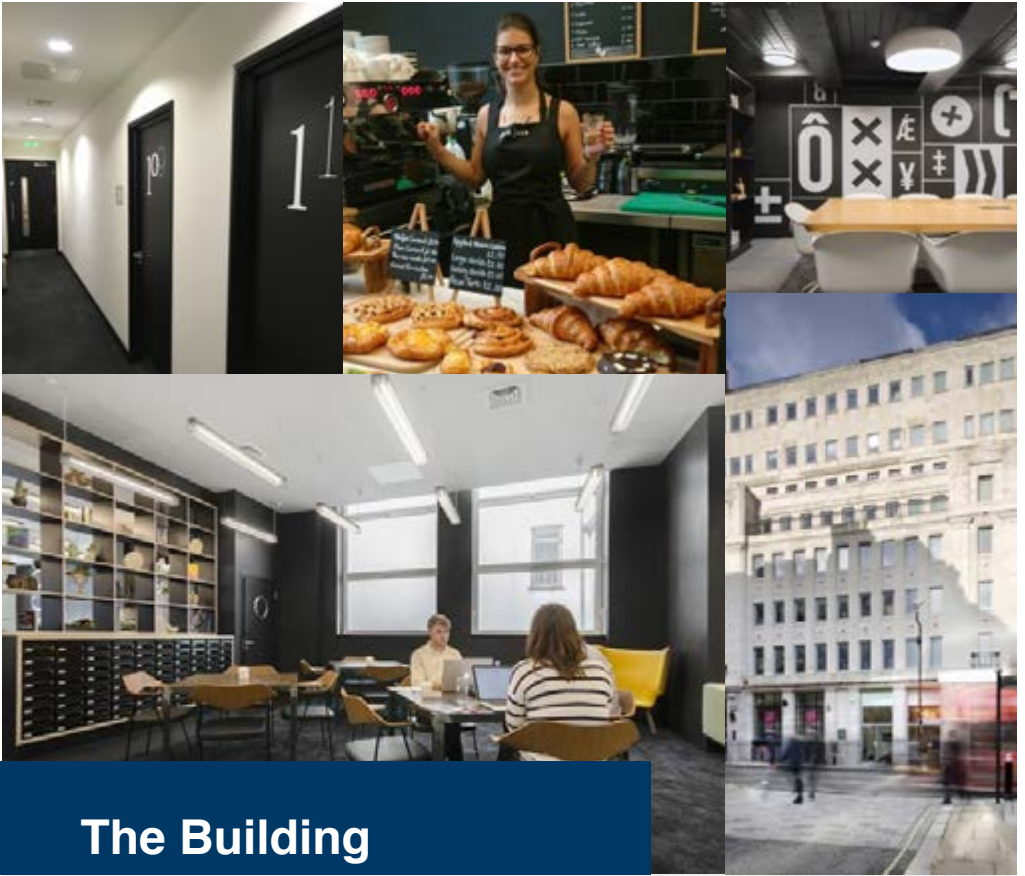
Introduction

Our new facilities are now open and available at 160 Fleet Street are right in the heart of Legal London. The offices are modern, vibrant and always busy with lawyers coming and going 24/7.

160 Fleet Street is the home to many legal and legal related companies so there is always opportunity to meet people and network in a funky but practical environment.

Our mission for Clerksroom London is to maximise facilities & services but also to minimise cost.

Stephen Ward - Managing Director
ward@clerksroom.com



The Building

One Sixty Fleet Street has been immaculately refurbished and expertly redesigned to create a bustling business centre, within a stunning period building. Close to the RCJ and a 10-minute stroll from Blackfriars station, with over 45 modern and bright offices in a great location, we have the perfect space to help your business thrive.

Your new neighbours will include investment banking, legal and accountancy firms, offering ample opportunity to network in the communal break-out areas. High-spec and bookable meeting rooms are available along with a co-working lounge, and with such easy access to the cafes, shops and historical taverns fleet street has to offer we know you'll love the vibrant and dynamic feel.

Key Information



Manager

Our “man on the ground” is **Martin Poulter** of Chambers People who can be contacted on **020 7583 2401** or **07947 242325**.

Martin and his team will deal with practical issues of accessing Post, DX, room keys, facilities and problem solving of other things related to administration.



Clerking

All clerking is undertaken from Clerksroom (HQ), based in Somerset.

The clerks can be contacted anytime on 01823 247 247 or via the clerksroom.com website.



Address

Clerksroom (London), Suite G.04
Ground Floor
160 Fleet Street
London EC4A 2DQ



Access

The building is open from 8am to 5pm (normal office hours), access outside of these hours is available to all members using a key fob for the main entrance and a physical key for our suite.



Keys

Keys are available from Stephen Ward using ward@clerksroom.com. A key fob is issued together with a physical key for the office at G.04 on the ground floor.

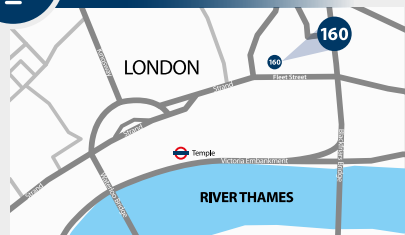


Wi-Fi

The building has Wi-Fi throughout and 1 hour's FREE Wi-Fi is also available to guests in the common parts. 24/7 Wi-Fi is available from the manager.



Map



DX**DX**

Deliveries by DX to 160 Fleet Street can be arranged with Chambers People. The box is owned and operated by Clerksroom (London).

**Café**

The in-house café is called Java Java and serves a wide range of teas and coffee's together with breakfast, lunch and snacks throughout the day.

**Post**

Post is delivered to the building and placed in the G.04 mailbox in reception by staff from the landlord. The post box is regularly checked.

**Gym**

The building has a fully equipped gym which is available free to members. Access to the gym is via your building key fob which is activated when you sign the gym disclaimer form which is available from reception.

**Couriers**

We use City Sprint www.citysprint.co.uk for outgoing couriers. Deliveries by courier to the building are directed to the manager and his team.

**Showers**

Showers and changing rooms are available in the gym complex.

**Toilets**

Ladies, Gents and accessible toilets are located on the ground floor.

**Commitment**

We require a 3 month commitment to issue keys. Charges are paid by standing order on the 1st of the month in advance upon issue of keys. A simple contract is signed with a 3 month rolling notice period. When the contract is signed, keys are issued.

**Security**

The building has 24/7 security



Costs

How much does all this cost?

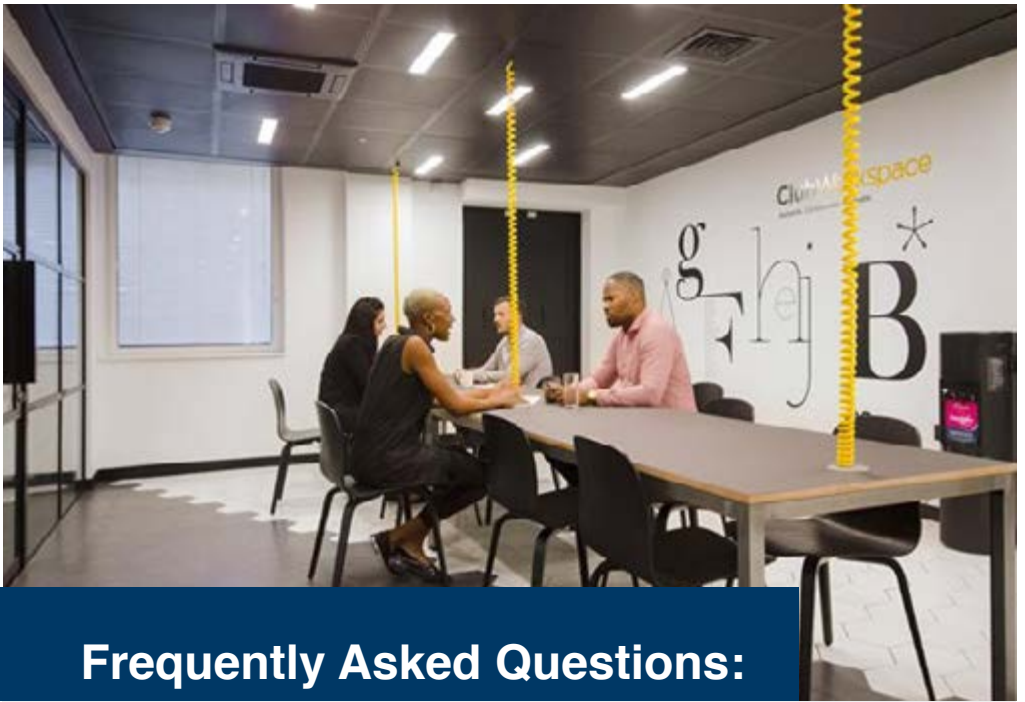
We are offering a no-nonsense, fixed fee price of **£100 + VAT per user, per month** for full use of the facilities.

Can it really be that simple?

Yes.

What is included in my fee?

1. 24/7 access, 365 days a year
2. Fully air conditioned throughout
3. Superfast Internet
4. Superfast fibre Wi-Fi
5. Clerksroom (London) – 160 Fleet Street address
6. 24/7 use of the space including Suite G.04 where we have 6 hot desks with PC & dual screens.
7. PCs with Office 365 login
8. Key fob for main entrance with 24/7 access, a physical key for suite G.04
9. All service charges including heat, light, rates, cleaning
10. Photocopying
11. Printing inc paper and consumables
12. Scanning
13. Telephones with London (0203) DDIs
14. Public Liability Insurance
15. Locked cabinet with combination lock



Frequently Asked Questions:

If you would like to ask another question or suggest a new FAQ for here, please email ward@clerksroom.com and it will be answered or added to this list.

- 1. Is there parking available?** No. There is no on-site parking. Middle Temple offer car parking for a daily fee and is only a short stroll.
- 2. Is the DX delivered to the building daily?** Yes, to Martin Poulter at Chambers People who will advise the clerks that the DX has arrived.
- 3. How much does it cost to book a meeting room?** Meeting rooms are booked via the buildings main reception and prices vary depending on the size of the room. An example for a 4 person room is around £30 per hour.
- 4. Is the address registered with the Bar Standards Board as a Barristers Chambers?** Yes. Clerksroom (London) is an official annex of Clerksroom HQ and has been registered with the BSB as a practice address.
- 5. Can I have my own personal room with my own key to my personal space?** Yes. Various room sizes are available. Speak to the building reception or view available space at <https://www.workspace.co.uk/workspaces/fleet-street/spaces>

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www.clerksroom.com

T: 01823 247 247



Barristers in England & Wales are regulated by the Bar Standards Board