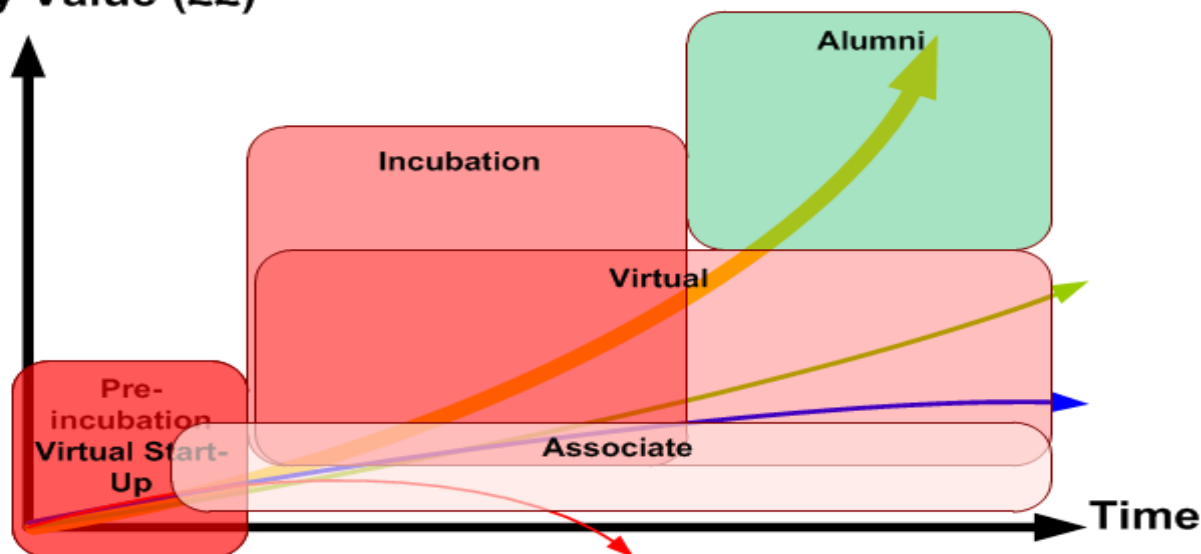


## SETsquared Business Acceleration Centre Services Schedule

The Bristol SETsquared Centre resides within Engine Shed, alongside other major tenants, the Engine Shed Business Lounge, cafe, seminar space and Brunel's original Board Room.

Bristol SETsquared membership levels are designed to match the stage and trajectory of the business:

### Company Value (££)



Level of Business Support:  
Red (dark) – high level of proactive intervention  
Red (light) – reactive support available  
Green – Special alumni support

### 1. Associate Membership

- a. Subject to selection criteria:
  - i. High-tech
  - ii. Some growth potential
  - iii. Able to benefit from SETsquared membership
- b. Reception service
- c. Invitation to participate in all SETsquared events
- d. Reactive business support and group activities:
  - i. Investment readiness training,
  - ii. Investor and Innovation showcases
  - iii. Invitation to workshops
  - iv. Access to the SETsquared network
- e. No access to bespoke, one-on-one business support, business review panels or Entrepreneurs in Residence
- f. Use of bookable meeting rooms – no limit on usage other than ‘reasonable’. Out of hours by arrangement and subject to availability
- g. Occasional access to Engine Shed Business Lounge, 5 days/week, 8.30am – 5.30pm
- h. Representation on SETsquared website
- i. Unlimited membership.

### 2. Virtual Start-up Membership

- a. Subject to selection criteria: company must be:
  - i. High-tech

- ii. High growth potential
- iii. Able to benefit significantly from SETsquared membership
- b. Reception service
- c. Invitation to all SETsquared events – social, networking, showcase events and workshops
- d. **Bespoke, pro-active** business support, including, as required:
  - i. Active management of member progress,
  - ii. Hands-on business support,
  - iii. Business Review Panels - every 4-10 months, typically 3 in total: 2 in the first 18m then final panel if progressing to Virtual or Incubation membership
  - iv. Business Mentoring,
  - v. Investment readiness, investor showcases and
  - vi. access to the SETsquared network
- e. Use of bookable meeting rooms – no limit on usage other than ‘reasonable. Out of hours by arrangement and subject to availability
- f. Occasional access to Engine Shed Business Lounge, 5 days/week, 8.30am – 5.30pm
- g. Representation on SETsquared website
- h. Maximum term: 12months (exceptionally 18months<sup>1</sup>) membership, for **pre-profit** businesses

### 3. Virtual Membership

- a. As ‘Virtual Start-up’ Membership, except for:
  - i. Business Review Panels – around every 9-10m or as required
- b. Unlimited membership

### 4. Pre-incubation Membership

- a. As ‘Virtual Start-up’ Membership, but including *shared* space
  - i. Desk in shared office, with chair and lockable pedestal
  - ii. B/Band internet, supported to the point of connection with PC – wired & wireless
- b. Discount at the Cafe in the Engine Shed Business Lounge
- c. Access to The Bristol SETsquared Centre facilities 24/7
- d. Maximum term: as Virtual Start-up membership
- e. Maximum 2 desks

### 5. Incubator Membership

- a. As ‘Virtual’ Membership, but including *dedicated* space:
  - i. Desks in own office, with chair, lockable pedestal and some storage
  - ii. B/Band internet, supported to the point of connection with PC – wired & wireless
  - iii. Business Review Panels only as required.
- b. Discount at the Cafe in the Engine Shed Business Lounge
- c. Access to The Bristol SETsquared Centre facilities 24/7
- d. Maximum 4 years membership
- e. Number of desks paid for according to ‘designated normal use’ of the room, regardless of how many people actually occupying in the room. Rent is tapered: 1<sup>st</sup> rate for the 1<sup>st</sup> calendar 12m, 2<sup>nd</sup> rate for the 2<sup>nd</sup> 12m, 3<sup>rd</sup> rate for the 3<sup>rd</sup> year and then the 4<sup>th</sup> rate for the 4<sup>th</sup> year and onwards.
- f. Lowest rate only applicable to companies graduating from Pre-incubation membership.

### 6. Alumni Membership

- a. As ‘Virtual’ Membership except for:
  - i. Use of Bristol SETsquared Centre meeting rooms at prevailing tariff
  - ii. Business Review Panels only as required

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<sup>1</sup> To stay within pre-incubation or Virtual Start-up membership levels past 12m, companies must pitch for continued membership as if re-applying.

- b. Membership by invitation only to members who have graduated from the Centre. Members will only be invited if they are demonstrably on a growth path and/or there is significant value to add to the member
- c. Additional Alumni only events
- d. Unlimited duration of membership

#### **7. Alumni Access Membership**

- a. As 'Alumni' Membership but including free use of Bristol SETsquared Centre facilities and meeting rooms. Out of hours by arrangement and subject to availability

#### **8. Mailbox**

- a. Reception service
- b. Use of Bristol SETsquared Centre Meeting Rooms at prevailing tariff
- c. Does not include access to the Engine Shed Business Lounge
- d. Does not include access to business support package

Reception service includes use postal address with mail forwarding<sup>2</sup> if required, use as registered address, phone answering (as "Engine Shed") with message taking and forwarding.

#### **Dedicated Car Parking**

1. Access in Clock Tower Yard. 24/7 access
2. Includes signage and padlock access
3. No responsibility taken for theft or damage, tax liability or for unauthorised parking in your space.
4. We reserve the right to request use of your dedicated space on days you don't need it, for visitors to the Engine Shed
5. Up to 4 places available: £135pcm (1m notice), priority to Incubator members

#### **Additional Chargeable services to all membership levels, unless stated:**

1. Use of photocopier/printer (after initial 100 black & white copies per month; all colour copies)
2. Rental of phone with DDI number, £20pcm + cost of calls
3. Car parking spaces – see above
4. Room keys - £15 for each card/key required, over and above the 'designated normal use' of the room (eg. if 4 keys are required for a room designated for 2 people, a charge of £15 is payable on receipt of the extra keys. Keys required over and above the existing stock, may take 12 weeks to provide)
5. Postage at cost + 10% for forwarded items where applicable.

#### **Meeting Room Hire for External, Mailbox and Alumni Members Only**

1. SETsquared Boardroom (2nd floor): Up to 16 people in board-room style; ceiling mounted digital projector; free WiFi; audio conferencing, whiteboards. **£25/hour**
2. SETsquared Meeting room (2nd floor): Up to 10 people in meeting-room style; portable digital projector; free WiFi; audio conferencing<sup>2</sup>, whiteboards. **£15/hour**
3. Further meeting rooms and facilities are available via The Engine Shed with 65% tenants discount (excluding mailbox members)
4. Tea and Coffee available from in-house Cafe operator - discount on coffee for members
5. Buffets can be provided, with at least 48hours notice, at cost+10%

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<sup>2</sup> Members who have left will have mail forwarded for 3 months after which mail will be returned to sender unless an appropriate level of membership is taken out. Subject to current Anti-Money Laundering procedure.

Service	Associate	Virtual Start-up	Virtual	Pre-incubation	Incubator	Alumni	Alumni Access	Mailbox
Access to SETsquared events	◆	◆	◆	◆	◆	◆	◆	
Free Access to workshops	◆	◆	◆	◆	◆	◆	◆	
<b>Hands-on business support</b>		◆	◆	◆	◆	◆	◆	
<b>Business Review Panels<sup>3</sup></b>		◆	◆	◆	◆	◆	◆	
<b>Business Mentoring</b>		◆	◆	◆	◆	◆	◆	
Representation on website	◆	◆	◆	◆	◆	◆	◆	
Alumni Events						◆	◆	
Access to software tools <sup>4</sup>	◆	◆	◆	◆	◆	◆	◆	
Free use of meeting rooms	◆	◆	◆	◆	◆		◆	
Broadband access		Wireless only	Wireless only	◆	◆		Wireless only	
Desk, pedestal		Hot-desk	Hot-desk	◆	◆			
Storage					◆			
Own room					◆			
Reception service	◆	◆	◆	◆	◆	◆	◆	◆
Access to Bristol SETsquared facilities (incl. meeting rooms)	Working hours	Working hours	Working hours	24/7	24/7		Working hours	
Access to Engine Shed Business Lounge	Working hours	Working hours	Working hours	Working hours	Working hours	Working hours	Working hours	
Preferential rate on Engine Shed meeting rooms & seminar space	◆	◆	◆	◆	◆	◆	◆	
Criteria	High-tech Growth	High-tech High-growth Pre-profit	High-tech High-growth	High-tech High-growth	High-tech High-growth	Graduate of SETsquared	Graduate of SETsquared	High-tech / related
Maximum membership time	Unlimited	12m	Unlimited	12m	Unlimited	Unlimited	Unlimited	Unlimited
<b>Cost (pcm)</b>	£100	£125	£175	£150	£260 <sup>5</sup> /£335/£390/£450	£25	£100	£40
<b>Unit</b>	Per Co.	Per Co.	Per Co.	Per desk	Per desk <sup>6</sup>	Per Co.	Per Co.	Per Co.

'Working Hours' are 8:30am - 5:30pm, M-F, excl. bank holidays and up to 7 additional 'Christmas Closure Days' per year. All costs exclude VAT.

260pcm/desk only applicable to companies graduating from pre-incubation membership

<sup>6</sup> The tapered rent rate applies to the company not the room. I.e. A Company takes a room at £335pcm per desk, then takes on another room 12m later, then both rooms will be chargeable at the £390pcm/desk rate.