



Cardiff Business Technology Centre

Welcome to **Cardiff Business Technology Centre (CBTC)**, Cardiff's leading technology and innovation business location. Whether your business is a new start or a high growth company, CBTC is the ideal location to help you flourish and grow.

The centre provides quality serviced accommodation and easy access to business support services, tailored to the needs of new technology and science-based businesses. The centre is situated on the Cardiff University Campus, one of the UK's leading research Universities and is on the edge of Cardiff's civic centre, within its central business district.

The Centre is a member of the National Business Incubation Association (NBIA). NBIA is the world's leading organisation advancing business incubation and entrepreneurship. It brings excellence to the process of assisting early-stage companies.

CBTC is the ideal place to develop ICT and technology based business, offering:

Facilities

The Centre has 16,629 sq. ft. of space, with units ranging from 280 sq. ft. to 777 sq. ft. inclusive of a range of facilities to compliment your business and units can be added as your business grows.

Reception

Within CBTC, we provide a professional reception to meet you and your clients' needs. In addition, reception will handle your post, photocopying, switchboard and secretarial needs (certain charges apply).

Unit Specifics

Tenants gain twenty four hour access, seven days a week to the Centre, and will also possess a security key to gain access after hours. The units are situated over two floors and 280 sq. ft. to 777 sq. ft. Each unit has lockable access, double glazed windows with blinds, lighting, central heating, security alarm, and 13 amp sockets. Additional ICT services are available on site at an additional cost.

Virtual Office/Rent-a-desk

CBTC can also offer a dedicated workspace with lockable cupboards, phone line and broadband internet connection. Occupiers also gain access to the building twenty four hour access, seven days a week.

Conference and Meeting Room Facilities

CBTC offers the use of two conference facilities. The smaller conference room houses a maximum of five people for a meeting.

The large conference room can fit a maximum of 15 boardroom style and 25 theatre style.

Both meeting room facilities charge a minimal fee per hour for usage.

Whatever your needs, CBTC staff can cater for them whether it be training seminars, product launches and much more.

Inclusive Services

CBTC offers tenants and “easy in, easy out” tenancy or license agreement with monthly rental payments and service charges. The monthly rental includes a wide range of services, which includes:

- *Rental of units*
- *Business rates*
- *Unit waste disposal*
- *Electricity costs*
- *Water rates*
- *Visitor reception services*
- *Back-up telephone call reception*
- *Car parking*
- *Security alarm and CCTV surveillance*
- *Building insurance*
- *Access to broadband internet*
- *Supply of one telephone line and phone*
- *Cleaning services of all common areas*
- *Access to business support*
- *Landscaping of grounds and maintenance*

Non-Inclusive Services

- *Cleaning of unit*
- *Unit insurance*
- *Telephone call costs*

The following facilities are available tenants, subject to a charge:

- *Photocopying*
- *Mail services*
- *Conference room hire*
- *Catering for meetings*
- *Additional phone lines*

Support

Whether you are seeking business advice, research and development expertise, funding sources or new contacts to help your business grow on, Cardiff Council's Business & Investment Team can assist in developing your business by providing assistance, advice and guidance at all stages of business development. Financial assistance may also be available.

CBTC has established links with local and regional development agencies, regional universities, private sector research establishments and UK business incubation agencies.

For more information, please contact:

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