

Office Space Available from 8 October 2015 – Fourth Floor, 1 Gough Square, EC4A 3DE

The Arab British Centre is an independent, UK registered charity working to improve the British public's understanding of the Arab world. Since it was founded in 1977, the centre has housed and subsidised other like-minded organisations involved in Arab-British relations in its central London premises. The Arab British Centre currently holds licences with the following organisations: the Council for Arab-British Understanding (Caabu), Zaytoun, Banipal Magazine, Ibraaz and Caspian Arts.

A fourth floor 159 square ft office is available for an organisation whose work aligns with the Arab British Centre's mandate. To find out more about the centre and the work that we do, please visit our website www.arabbritishcentre.org.uk.



Office Space in the Arab British Centre:

- 158.62 square foot office space that provides
 - room for 3 – 4 work stations
 - storage
 - fitted shelves
 - communal toilet located in office
- Free use of BALMAL Library, and meeting room for meetings and public functions
- Opportunity to share expertise with like-minded organisations and their networks
- Optional: Use of onsite server to store data and secure online data backup; IT support on computers; Cloud storage, etc.
- Potential for additional basement storage

Price from: £7,100 - £8,500 per annum depending on I.T. and telecoms options chosen (Excludes charges calculated by actual usage: telephone calls and recycling, etc).

The Arab British Centre benefits from charitable rates relief on City of London council tax on the basis that its premises are used for charitable purposes. All running costs incurred by the Arab British Centre are recharged to our licensees according to the space they occupy. The Arab British Centre does not make a profit from the contribution of licensees.

**** The advertised rates are based on service charges for 2015, and may be subject to change in order to reflect service rates for 2016. ****

To express interest and arrange a viewing of the office please send an e-mail to Nadia El-Sebai nadia@arabbritishcentre.org.uk, and provide the following information:

- **Name of organisation and contact details**
- **Purpose of organisation**
- **Space requirements** (E.g. number of staff, computers and equipment, storage, etc.).
- Resident organisations have the free use of the meeting room for meetings, public events and activities.
Please provide us with a brief explanation of programmes and activities that you would like to organise on site.
- **Date** you would like to move into the Arab British Centre

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nadia@arabbritishcentre.org.uk