



VLUCHTELINGENWERK

VLAANDEREN

OFFICE PLACE FOR RENT

RENTING OUT PART OF THE VLUCHTELINGENWERK

From March 2013, Vluchtelingenwerk Vlaanderen moved to new premises. Together with **three** other NGO's (both French and Flemish speaking), it acquired a building of +2000 m², extremely well located, right next to metro and tram lines and the cultural temple "Botanique", and within walking distance from both Brussels North and Central station.

The building dates from the sixties, has undergone extensive renovation towards the end of the nineties with respect for state of the art standards of those days and has been adapted to the needs of the different owners. It offers a comfort similar to contemporary private sector offices.

Vluchtelingenwerk Vlaanderen owns the entire first floor (+400 m²) and three parking places. Both are co-owner of the common facilities (meeting rooms, cafeteria and logistic spaces).

The 1st floor premises are constructed according to an open space concept and equipped with isolated double glass, acoustically isolating ceilings, carpet, decent sanitary facilities, a kitchenette and some small meeting rooms.

A part at the back side of the building, can be closed off, separately from the working spaces of Vluchtelingenwerk. There are 18 available desks (three islands of 4 desks, one island of 6 desks) in an open space concept, and 2 individual rooms (for 2 separate desks, or 2 quiet working spaces or small private meetings). There is also access to two telephone boxes used for longer phone calls (high acoustic isolation standards). There is also the possibility to share nearby the entrance, two small ad hoc meeting rooms for private meetings.

Your total "privative" surface is ca. 120 m² (excluding all shared facilities and corridors).

The renting system is the concept of a service centre, which means that 'the rent' is subject to VAT.

We offer you not only rent, but also access to meeting rooms, reception, cleaning, catering,... Depending on the agreed conditions, the basic price will then be mutually agreed.

INCLUDED

- Desks, closets, chairs.
- Cleaning services
- Access to sanitary facilities, equipment included
- Shared cloak room on 1st floor
- Access to shared meeting facilities for internal meetings through an building based reservation system
- Access to the shared cafeteria on the third floor
- Access to Vluchtelingenwerk Vlaanderens' parking places on basis of a gentlemen's agreement
- General building reception (ground floor)
- Mentioning of the renter's name and logo on main entrance, elevators and access doors
- Coffee and tea within the office premises
- Access to the kitchenette on the first or fourth floor
- Office/building maintenance and water and energy consumption
- Magnetic badge access, security and alarm system, access 24/7. Individual programming of badges by Vluchtelingenwerk's

VARIANTS

- Access to the internal telephony system: telephones with direct lines allocated in the slot +32 2 225 4x xx.
- External phonecalls based on billing per line.
- Incoming snail mail distribution
- If relevant and after check of compatibility of systems: access to network, wifi and printing facilities

NOT INCLUDED

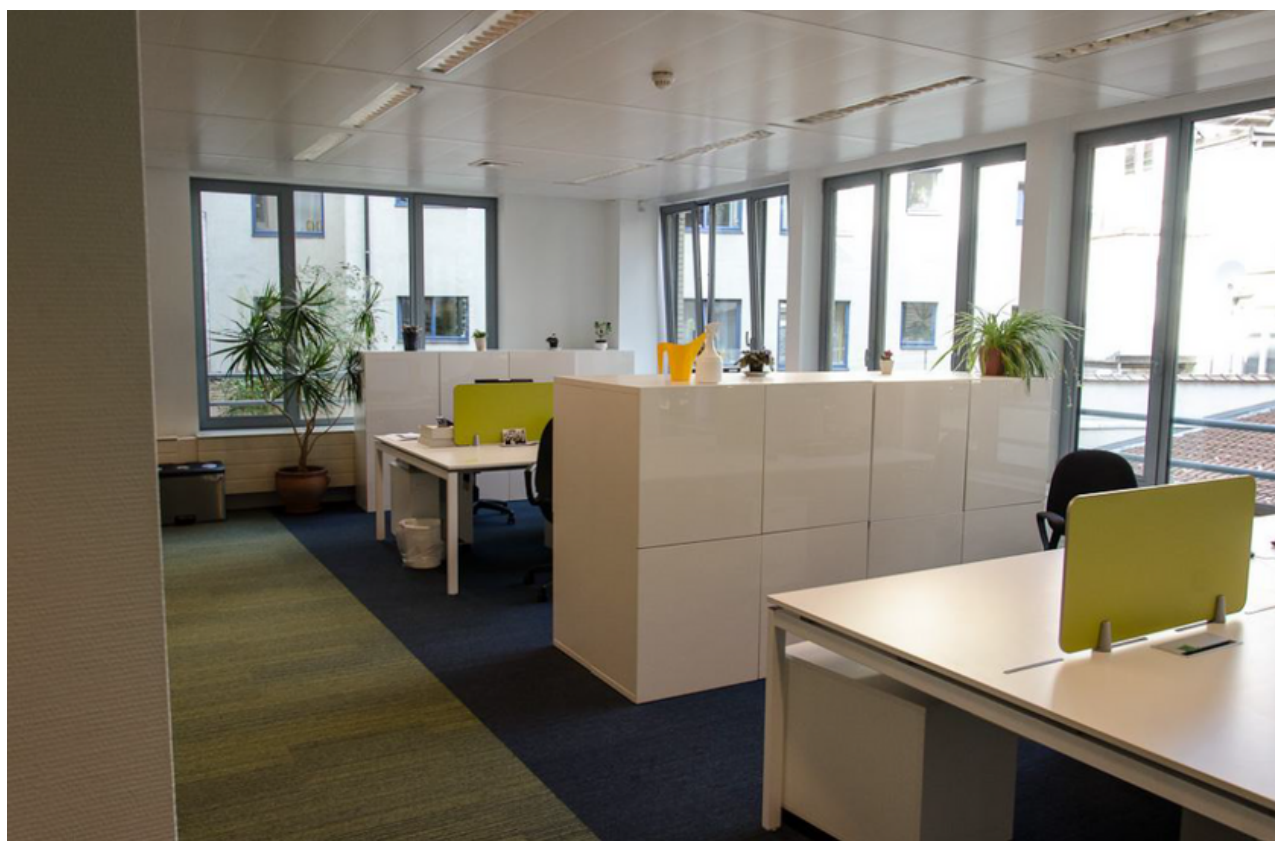
- Outgoing phone calls (based on Proximus bill)
- Telephone reception desk by Vluchtelingenwerk Vlaanderen
- Organisational management support (bookkeeping, payroll, legal obligations,...)
- Catering service

RENTAL CHARGES (TO BE DISCUSSED)

Price included variants : 440€/desk/month (VAT excluded)

FOR RENT BY VLUCHTELINGENWERK VLAANDEREN

3 ISLANDS OF 4 DESKS



2 AD HOC MEETING ROOMS & TELEPHONE BOOTHS



PREMISES SHARED WITH VLUCHTELINGENWERK VLAANDEREN

KITCHENETTE

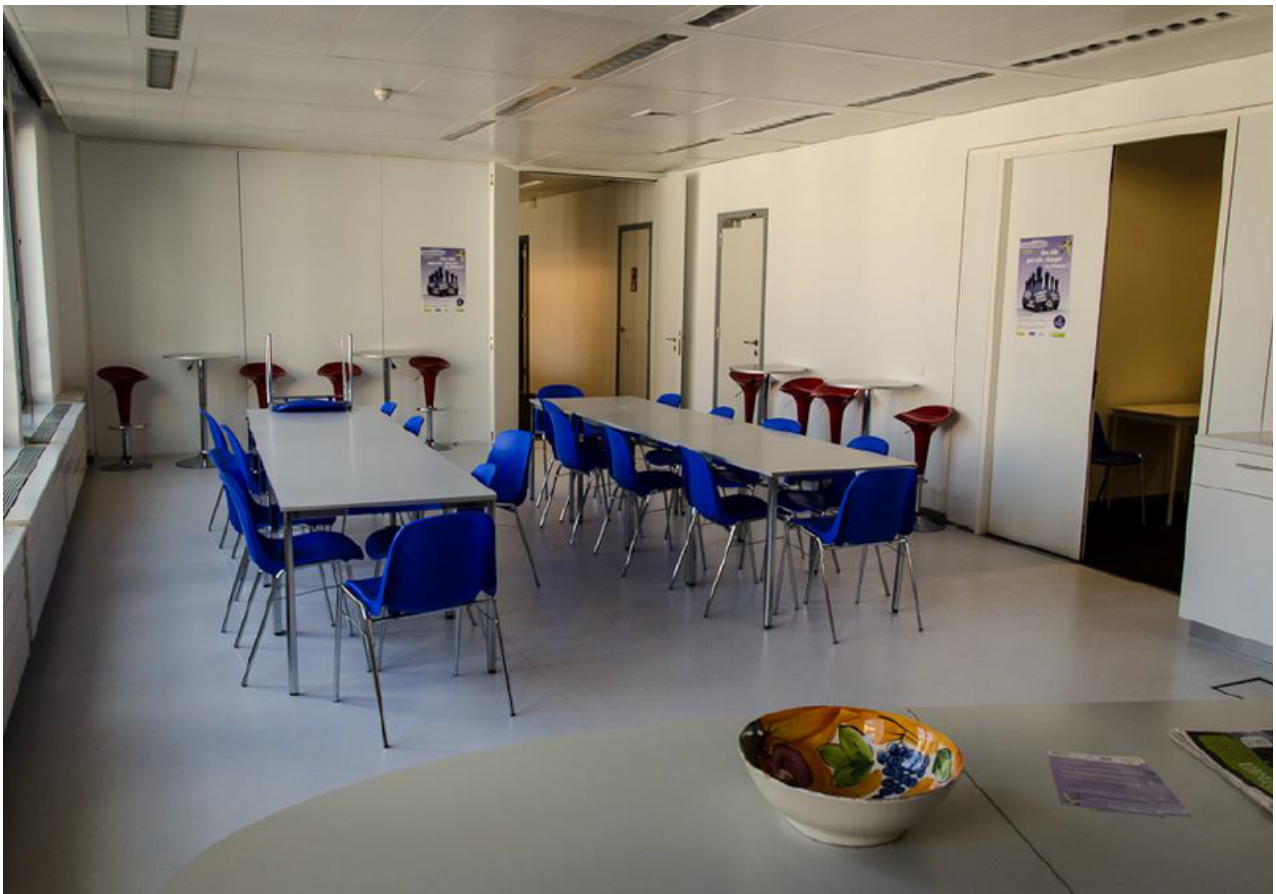


BUILDING BOTA 75: SHARED FACILITIES

FRONT DESK (GROUND FLOOR)



CAFETARIA



TWO LARGE MEETING ROOMS SEPARATED BY ONE MOBILE WALL



MEETING ROOM- 'OSTROM'



PARKING PLACES



THE BUILDING ITSELF

