

## Additional Services

- FREE Parking
- FREE Meeting signage to guide your guests
- FREE Wi-Fi and Data, 500 mbps up & down
- FREE Conferencing Phones, TV Monitors w/HDMI connections
- FREE use of White Boards, Chalk board & Flip Charts
- FREE On-site Café Kitchen use
- FREE Utilities & Janitorial Services for tenants
- FREE Secure Mail & Package hold for Virtual Office clients

### Meeting Rooms featuring Hourly - Half & Full Day Rates:

Small Meeting Room - 209	\$19/Hr (4 seats)
Conference Rooms - 102 & 229	\$39/Hr ( 8 seats) (55" monitor /HDMI cable)
Center Conference Room—231	\$42/HR (10 Seats) (65" monitor/HDMI cable)
Boardroom - 227	\$55/ Hr (16 seats) (70" monitor /HDMI cable)
Great Room - 245	\$195./2 Hr min., \$89. each add. hr.— (75" monitor /HDMI cable) custom table arrangements)
Meeting Room East – 218	\$29./Hr (6 seats) - (55" monitor /HDMI cable)
Boardroom East– 212	\$48./Hr (12 seats) -(55" monitor /HDMI cable)

**Catering (minimum of 10)—** Partnered with local caterers

**Administrative Assistance Fee** \$ 35. - for printing/copying, catering arrangements etc.

**Prints/Copies:** Scan — NC - (Sorry, no fax)

Black and White	Letter & Legal - 0.07 ¢/ copy	~~	Color	Letter & Legal - 0.39 ¢/copy		
Black and White	Ledger	0.18 ¢/copy	~~	Color	Ledger	0.79 ¢/copy

*Two sided copies are available at twice the cost. If OfficePlace Administrator is copying for Client, Administrative fee will be charged.*

**CenterPlace Doors Unlocked - 7:00am - 6:00pm — at 101 Centerpoint Dr.**

**OfficePlace Doors Unlocked - 7:30am - 6:00pm — at 515 Centerpoint Dr.**

**Client Services Mgr. on site 8:30 am—4:30 pm**

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### AREA INFO ...

**Interstate 91...**To access I-91 South, go straight thru light at intersection of Berlin Rd. (Rte. 372 ) & Industrial Park Rd. To access I-91 North, turn right at intersection of Berlin Rd. (Rte. 372 ) & Industrial Park Rd. and left at next light.

**Restaurants...**1/2 mile away on Berlin Rd. (Rte. 372) from OfficePlace, head North on Industrial Park Rd. Turn onto Berlin Rd...

**FOR.....**Baci Grill - Burger King - Caffè Vernazza - Chili's - Cromwell Diner - Dunkin Donuts - McDonald's - Mizu Asian Bistro—, Nardelli's Grinder Shoppe -Pizza Pie - Starbucks—Subway—all located when you turn left on 372, Berlin Rd.

**FOR.....** Jefferson Fry Co., KFC, D'Angelo's, 99, Taco Bell, Wang Chinese, Wendy's, Zerio's Pizza—turn right on 372, Berlin Rd.

**FOR.....** Red Fox—head South on Industrial Park Rd.— left on Smith.

**FOR DELIVERY ...**DiBella's Subs in Newington—24 hours notice for delivery, Nardelli's Deli 24 hours notice for delivery, all caterers that work with OfficePlace.

**Other Services...** *Sebethe Dr. Park & Ride Commuter Lot (next to bottom of Exit 21). Courtyard by Marriott & Chili's*

Bishop's Auto Sales/Service - Citgo - Urgent Care - Firestone Complete Auto Care - Liquor World - Mobil - Quality Inn - Motel 6 - Verizon Authorized Retailer - Walmart Supercenter

**Downtown Middletown...**Main St.—The Inn at Middletown, surrounded by nearly 50 restaurants and shops within walking distance.

**ATMs...**(turn left @ 372, Berlin Rd.) Cromwell Mobil, Dunkin Donuts, Cromwell Diner, Walmart, turn right for Sunoco Station

**FedEx Store....**inside Super Walmart, turn left at intersection of Industrial Park Rd. and Berlin Rd.