



**wework**

# WeWork UK Office Add-ons Catalogue

2021-2022



## Office Add-ons

From office branding to new finishes, these handpicked products are curated by WeWork design experts—specifically sized and formatted to fit your WeWork office.

## Tech Services

Enhance your network performance, speed, and security with our full-stack technology bundles. No CapEx required.

The products and services offered in this Catalogue are only available to businesses which are current WeWork members and for business use only.





# How to place an order

## Step 1

Submit a Support Request through the WeWork Members Network.

## Step 2

Specify your Item/s in the support request

**For example:** *Corridor Panels*

## Step 3

Approve the quoted price approve the quoted price and sign the add-ons amendment to your membership agreement. The cost will be added to your upcoming invoice

## Step 4

Await timely updates from your community team and get ready to enjoy your new add-on purchase.

If you have any questions along the way, please reach out to your Community Team.



# WeWork Office Add-ons

## 01 Finishes

Privacy Vinyl	06
Acoustic Panels	07

## 02 Branding

Branded Logo on Door	09
Glass Partition Signage	10
Branded Privacy Vinyl Bands	11
Wall Signage	12

## 03 Cleaning Services

One-time Office Cleaning	14
Daily Office Clean	15

## 04 Operations

Handyman Labour	17
Locks & Storage	18
After Hours HVAC	19
Onsite Parking	20

## 05 Security & Reporting

Security Services & Hardware	22
Access Control Reports	24

## 06 Tech Services

Tech Services Overview	25
Tech Service Bundles Overview	26
Standard Office Tech Bundle	27
Office Suite Tech Bundle	28
Full Floor Tech Bundle	29
All Access Tech Bundle	30

## 07 Events & Production

Events & Production	32
---------------------	----

SECTION

FINISHES

01

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# Privacy Vinyl

For pricing, please request a consultation

## Notes

This add-on requires a technician to verify the space and take dimensions. This does not require the member to be out of the space. This will be priced on overtime, and installation is required after hours.

Full-height and partial-height vinyl cannot be installed along the corridor storefront.

\*Product specification is subject to change based on availability, pricing and regional variances.

\*Taxes may be applicable.



Corridors and Meeting Rooms



Between Offices

## Corridor Panels

### Dimensions

785mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF). Scope of work dimensions to be taken by Third Party

### Color

White Visible Reflectance 79% & Visible Light Transmittance 85%

### Material

Satin Crystal HD Frost

## Adjoining Office Panels

### Dimensions

Top of Privacy Vinyl installed at 1575 mm Above Floor Finish Level (AFF). Scope of work dimensions to be taken by Third Party

### Color

White Visible Reflectance 79% & Visible Light Transmittance 85%

### Material

Satin Crystal HD Frost

Photographs are representative examples of products and do not necessarily depict the products referenced. WeWork makes no warranty regarding the accuracy of the information and disclaims any liability arising from the use of the information contained herein. Dimensions are approximate and subject to variances. It is your obligation to independently verify particulars of the products. WeWork reserves the right to make changes to any product. Reference to third party names is for informational purposes only and is not necessarily an endorsement or association of WeWork or vice versa.

# Acoustic Panels

For pricing, please request a consultation



## Acoustic Panels To Gypsum Wall

### Dimensions

2440x1220mm per panel. Scope of work dimensions to be taken by Third Party

### Color

Light Grey

### Material

A lightweight and semi-rigid acoustic panel, 100% Polyester Fibre (PET).

### Notes

This add-on requires a technician to verify the space and take dimensions.

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\*Taxes may be applicable.

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SECTION

# Branding

02

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# Branded Logo On Doors

For pricing, please request  
a consultation



Swing Door



Sliding Door

**Notes**  
Logo files to be provided by member and shop drawing to be approved by WeWork prior to fabrication.

\*Product specification is subject to change based on availability, pricing and regional variances.

\*Taxes may be applicable.

**Description**

(1) Colour vinyl logo on swing or sliding door. Logo size will be scale within a maximum print size of 410mm x 305mm

**Color**

Door Logo: Colour Vinyl

**Material**

Vinyl Film

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# Glass Partition Signage

For pricing, please request a consultation

## Notes

Logo files to be issued by client/member prior to fabrication. Typical die cut color logo on door. Small die cut signage (no color) on adjacent fixed storefront panel. Pricing varies by size & design.

\*Product specification is subject to change based on availability, pricing and regional variances.

\*Taxes may be applicable.



## Branded Privacy Vinyl With Logo At Door - Small Office

### Dimensions

Logos and die cuts will be a maximum print size of 410mm x 305mm per storefront panel. For offices with 3 or less storefront panels.

### Color

Door Logo: Color  
Clear logo & band: Satin Crystal HD Frost

### Material

Vinyl Film



## Branded Privacy Vinyl With Logo At Door - Large Office

### Dimensions

Logos and die cuts will be a maximum print size of 410mm x 305mm per storefront panel. For offices with 3 or more storefront panels.

### Color

Door Logo: Color  
Clear logo & band: Satin Crystal HD Frost

### Material

Vinyl Film

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# Branded Privacy Vinyl Bands

For pricing, please request a consultation



## Multi-Panel Logo - 2 Panels

### Description

(1) die cut logo across (2) fixed panels. Logo will be a maximum print size of 1520mm x 710mm across all panels. 785mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF).

### Color

Die cut: Clear  
Frosted Vinyl band: Satin Crystal HD Frost



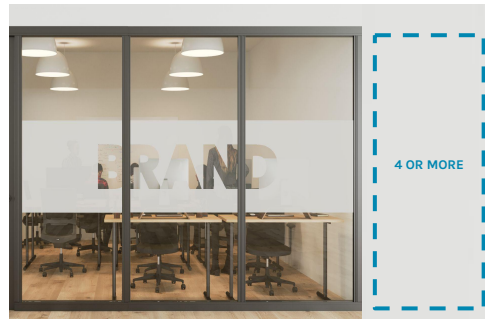
## Multi-Panel Logo - 3 Panels

### Description

(1) die cut logo across (3) fixed panels. Logo will be a maximum print size of 1520mm x 710mm across all panels. 785mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF).

### Color

Die cut: Clear  
Frosted Vinyl band: Satin Crystal HD Frost



## Multi-Panel Logo - 4 Panels

### Description

(1) die cut logo across (4) or more fixed panels. Logo will be a maximum print size of 1520mm x 710mm across all panels. 785mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF).

### Color

Die cut: Clear  
Frosted Vinyl band: Satin Crystal HD Frost

### Notes

Logo files to be issued by member and shop drawing to be approved by WeWork prior to fabrication.

This item will require a technician to verify the scope prior to fabrication.

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\*Taxes may be applicable.

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# Wall Signage

For pricing, please request a consultation

### Notes

Logo files to be issued by client/member prior to fabrication. Pricing varies by size & design.

\*Product specification is subject to change based on availability, pricing and regional variances.

\*Taxes may be applicable.



## Custom vinyl logo

Dimensions	Logo width not to exceed 36" wide. Top of logo to be installed at 66" above finished floor.
Color	Multicolor
Material	Vinyl



## Custom dimensional logo

Dimensions	Logo width not to exceed 36" wide. Top of logo to be installed at 66" above finished floor. Three-dimensional logo not to exceed a thickness of 2".
Color	Multicolor
Material	PVC or Acrylic

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SECTION

# Cleaning Services

03

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# One-Time Office Cleaning

## Notes

Please allow for up to 24hrs for your additional cleaning(s) to begin.

**For services outside of the detailed scope, please request a consultation.**

\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



## Description:

This One-Time Office Cleaning add-on provides a single additional office clean upon request.

Minimal call of 1hr

## Example of the Cleaning scope:

- Damp wipe of desks if clear, keeping them mark free
- Cleaning of high touch areas, including door handles, counters etc
- Removal of trash, replace plastic liner, wipe down inside and outside of receptacle.
- Wipe down outside of glass entry door
- Full sweep and mop of floors
- Vacuum all carpet and area rugs

## 1 - 20p Office

### Cost

£17.28 p/h

## 21 - 40p Office

### Cost

£34.56 p/h

## 41p+ Office

### Cost

Price upon application

# Daily Office Cleaning

## Notes

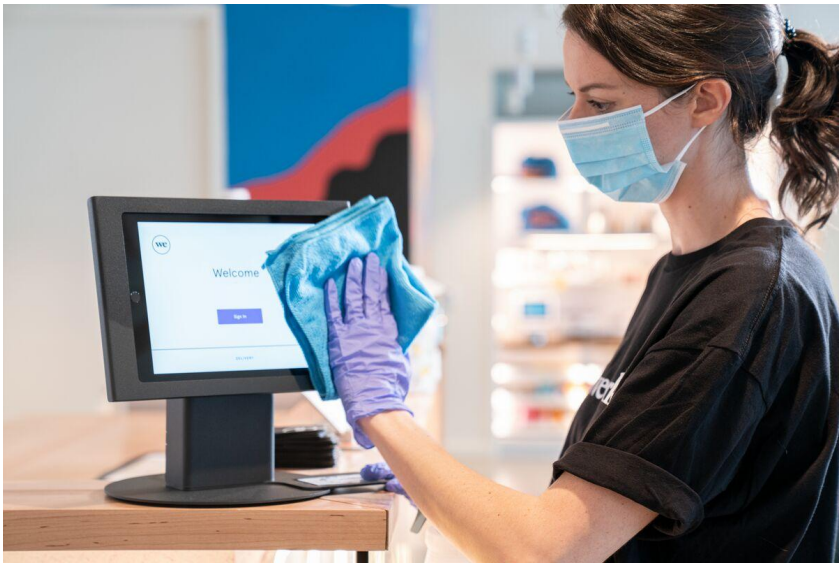
Please allow for up to 5 days for your additional cleaning(s) to begin.

Minimum four weeks commitment  
(One Month termination)

**For services outside of the detailed scope, please request a consultation.**

\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



## Description:

Daily Office Cleaning: have your office cleaned every weekday (Monday through to Friday)  
Minimum of 2 days required.

## Example of the Cleaning scope:

- Damp wipe of desks if clear, keeping them mark free
- Cleaning of high touch areas, including door handles, counters etc
- Removal of trash, replace plastic liner, wipe down inside and outside of receptacle.
- Wipe down outside of glass entry door
- Full sweep and mop of floors
- Vacuum all carpet and area rugs

## 1 - 20p Office

**Cost** £69.12 p/h

## 21 - 40p Office

**Cost** £138.24 p/h

## 41p+ Office

**Cost** Price upon application

SECTION

OPERATIONS

04



# Handyman Labour

## Standard Handyman Rates

The standard handyman rate is £60 p/h +VAT for the first hour in Office hours.

Overtime rate/ Sundays OOH excl

bank holidays - £76.80 p/h +VAT

Bank holiday rate - £115.20 p/h

+VAT

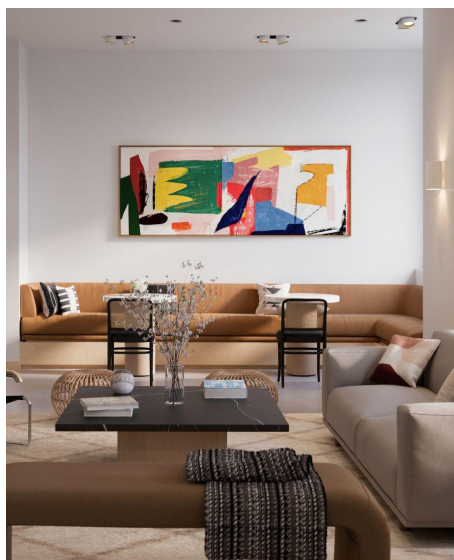
Plus any supplies.

## Notes

At the end of your Membership, your workspace will need to be reverted back to its original condition. Restoration costs will be quoted and charged to you upon your move out.

\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



## Furniture Assembly

### Description

Our maintenance team can assemble any additional furniture you would like to bring in, including shelving, cabinets, and other items. All you need is to confirm that all supplies/parts are on-site.

### Price

Price dependent on job

### Material

Any additional labour costs/supplies will be charged.

## Mounting Items

### Description

Do you have art, a tv, whiteboard, small neon signs, etc that you would like to be mounted on a wall in your office? Once you provide dimensions and necessary materials, our team can assist in mounting.

### Price

Price dependent on job

### Material

Any additional labour costs/supplies will be charged

# Locks and Storage

For pricing, please request a consultation

\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

## Change Office Lock Fee

Description	One time fee to change a physical lock on an office door. Lock and 3 keys included.
Price	Price upon request

## Storage Unit Fee

Description	Recurring fee for using a storage unit in a WeWork building. Dependant on availability in location (Not available in all locations)
Price	Price upon request

# After Hours HVAC

Working late, have an after hours event on? We will ensure the temperature is just right for you!

Description

Let us know the finer details of your event including the location, date and time, and we will work with our facilities team to keep you comfortable.

Price

£60 p/h

\*Product specification is subject to change based on availability, pricing and regional variances.  
Taxes not included but will be charged on final invoice.

# Onsite Parking

For pricing, please request  
a consultation

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**Needing to park your car or bike?  
Life’s too short to circle the block  
looking for a spot.**

.....

	Access to parking on a daily or long term basis.
Description	Prices and rates vary by location. (Not available in all locations)
	Only available to WeWork members

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\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



SECTION

# SECURITY & REPORTING

# 05

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# Security Services & Hardware

## Permanent Security Guard

Description	Permanent Security Guarding with a minimum of 5 hours per shift
Price	£18.35 + VAT per hour (Mon - Fri, excluding Public Holidays)

## Temporary Security Guard

Description	Temporary Security Guarding with a minimum of 5 hours per shift
Price	£21.12 + VAT per hour (Mon - Fri, excluding Public Holidays)

## Extra Security Services

Description	Security guards and RSA Officers / Marshalls on attendance - minimum 5 hours per shift
Price	£21.12 + VAT per hour (Mon - Fri, excluding Public Holidays)

## Security Hardware

Description	Self managed CCTV Systems. Install and supply Keycard readers/Access control units
Price	Price upon request

\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

# Access Control Reports

## Notes

Available to the extent permissible under applicable data privacy laws.

\*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

## One Time Report

Description	1 x Access Control Report (on demand)
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Price	£115 + VAT
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## Weekly Report

Description	Access control report X52 reports per year
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Price	£36.54 + VAT per week £1,900 + VAT per year
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## Monthly Report

Description	Access control report X12 reports per year
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Price	£38.33 + VAT per week £460 + VAT per year
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SECTION









# TECH SERVICES

06

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# Tech Services Overview

Service	Description	Benefits	Price*
 <b>Private WiFi (SSID)</b>	Support data security by giving your employees a branded, private wireless (WiFi) network with unthrottled access to available internet bandwidth.	<ul style="list-style-type: none"> <li>— Only accessible with a unique password, a Private SSID ensures your employees' machines are separated from other devices on the general WeWork WiFi network</li> <li>— Authenticate against your corporate infrastructure</li> </ul>	£125/mo. + VAT
 <b>Public IP Address</b>	For those who wish to build their own network, establishing a public IP on the WeWork network will allow your members direct internet access to their own firewall or appliance.	<ul style="list-style-type: none"> <li>— Uniquely identify your team's Internet traffic</li> <li>— Whitelisting</li> <li>— Securely support VPN and remote access</li> </ul>	£55/mo. + VAT
 <b>Private VLAN</b>	Establish a private and security-enhanced connection on our wired network—separating your employees' internet traffic from other members.	<ul style="list-style-type: none"> <li>— Enhanced Security</li> <li>— Networking</li> </ul>	£55/mo. + VAT
 <b>Enterprise direct connect VPN</b>	A connection to your company's network with enhanced security, supported by primary and backup circuits for a reliable connection. No VPN client required.	<ul style="list-style-type: none"> <li>— Removes the need for a VPN client</li> <li>— Private VLAN and SSID are included with the service, making your employees' connection even more secure.</li> </ul>	£350/mo. + VAT
 <b>Dedicated Bandwidth</b>	High-performance internet, exclusively for your employees, featuring enhanced security and speeds. Includes primary and secondary Internet Service Provider circuits to support internet continuity if one circuit fails.	<ul style="list-style-type: none"> <li>— Shorter installation times</li> <li>— Back-up reliability</li> <li>— 24/7 monitoring</li> </ul>	100Mbps: £750/mo. + VAT 200Mbps: £1,400/mo. + VAT 400Mbps: £2,400/mo. + VAT
 <b>Private video conferencing equipment</b>	Enhance your private meeting room with video conferencing equipment, featuring an all-in-one video bar with a built-in camera, microphone, and speaker and a touch panel tablet.	<ul style="list-style-type: none"> <li>— Delivery, installation, and programming included</li> <li>— Expert support included</li> <li>— Support included: equipment will be repaired or replaced</li> </ul>	£500/mo. per room + VAT
 <b>Firewall-as-a-service</b>	Realise the benefits of a dedicated firewall with 24/7 monitoring without the required CapEx, configuration, or ongoing management.	<ul style="list-style-type: none"> <li>— Fully customizable network configuration</li> <li>— Unified Threat Management</li> <li>— Support included: equipment will be repaired or replaced</li> </ul>	£500/mo per Firewall + VAT
 <b>On-site Co-location</b>	Store your network gear in a climate-controlled, secured environment within a WeWork IT room. This offering is sold by rack unit ("RU").	<ul style="list-style-type: none"> <li>— Secured room with cooling</li> <li>— Uninterruptible power source (UPS) to help protect your equipment should the primary source of power fail</li> </ul>	1 RU: £155/mo. + VAT 10 RU: £955/mo. + VAT 20 RU: £1,645/mo. + VAT

\*All services are subject to a £400 set-up fee and applicable taxes.

Services are subject to availability in your building. Services not available for WeWork On Demand members and not all services are available to WeWork All Access members. Private Video conferencing is available for most private meeting rooms with existing A/V infrastructure. WeWork's technology team will be in touch to confirm product availability.

# Tech Services Bundles Overview

	All Access Technology Bundle	Standard Office Technology Bundle	Office Suite Technology Bundle	Full Floor Technology Bundle
Dedicated Bandwidth	✓	✓	✓	✓
Private WiFi (SSID)	✓	✓	✓	✓
Private VLAN or Public IP	✓	✓	✓	✓
Private video conferencing	--	--	✓	✓
Firewall-as-a-service (FWaaS)	Can be added	Can be added	Can be added	✓
Enterprise Direct Connect	✓	Can be added	Can be added	✓
On-site Co-location	Can be added	Can be added	Can be added	Can replace FWaaS
<b>Monthly Price Per Site*</b>	<b>Starting at £ 775 + VAT</b>	<b>Starting at £ 750 + VAT</b>	<b>Starting at £ 1,250 + VAT</b>	<b>Starting at £ 1,750 + VAT</b>

\*Plus £400 one-time setup fee + VAT

Services are subject to availability in your building. Services not available for WeWork On Demand members and not all services are available to WeWork All Access members. Private Video conferencing is available for most private meeting rooms with existing A/V infrastructure. WeWork's technology team will be in touch to confirm product availability.

# Standard Office

## Technology Bundle



Our Standard Office Technology Bundle provides your employees with enhanced network performance, speed, security, and reliability to help get their work done while giving you the security of operating in an exclusive, password-protected environment.

**Upgrades available:** Firewall-as-a-Service, On-site Co-location, and Enterprise Direct Connect (VPN)

Standard Office Technology Bundle subject to availability in your building. WeWork's technology team will be in touch to confirm product availability.

### What's included

#### Dedicated bandwidth

High-performance internet, exclusively for your employees, featuring enhanced security and speeds.

#### Public IP

Unique address reserved for your company to connect a device to the Internet, securely supporting VPN and remote access.

#### Private VLAN

Separate your employees' internet traffic from other members with a private and security-enhanced connection.

#### Private WiFi (SSID)

Branded, password-protected network exclusively for your employees.

Dedicated Bandwidth speed	100Mbps	200Mbps	400Mbps
Public IP, Private VLAN, SSID	Included		
Bundle cost	£750/mo. +VAT	£1400/mo. +VAT	£2,400/mo. +VAT
	+£400 one-time setup fee		

# Office Suite

## Technology Bundle



Our Office Suite Technology Bundle provides your employees with enhanced network performance, speed, security, and reliability to help get their work done. With connection more important than ever—we’ve added video conferencing options so your employees can make video calls with ease.

**Upgrades available:** Firewall-as-a-Service, On-site Co-location, and Enterprise Direct Connect (VPN)

Office Suite Technology Bundle subject to availability in your building. WeWork’s technology team will be in touch to confirm product availability.

### What’s included

#### Dedicated bandwidth

High-performance internet, exclusively for your employees, featuring enhanced security and speeds.

#### Public IP

Unique address reserved for your company to connect a device to the Internet, securely supporting VPN and remote access.

#### Private VLAN

Separate your employees’ internet traffic from other members with a private and security-enhanced connection.

#### Private WiFi (SSID)

Branded, password-protected network exclusively for your employees.

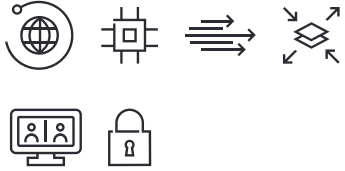
#### Private video conferencing equipment

Enhance your private meeting room with video conferencing equipment, featuring an all-in-one video bar and expert support.

Dedicated Bandwidth speed	100Mbps	200Mbps	400Mbps
Public IP, Private VLAN, SSID	Included		
Video conference room	1 Included (Additional available for £500/room/mo. +VAT)		
Bundle cost	£1,250/mo. +VAT	£1,900/mo. +VAT	£2,900/mo. +VAT
+£400 one-time setup fee			

# Full Floor

## Technology Bundle



Our Full Floor Technology Bundle provides your employees with enhanced network performance, speed, security, and reliability to help get their work done. With connection more important than ever—we've added video conferencing options so your employees can make video calls with ease, Enterprise Direct Connect to make it seamless to create a connection to your company's network, and Firewall-as-a-service to complete your network stack with a dedicated firewall.

**Substitutes available:** On-site Co-location (2 RUs) can replace Firewall-as-a-Service if you choose to bring in your own firewall equipment

Full Floor Technology Bundle subject to availability in your building. WeWork's technology team will be in touch to confirm product availability.

### What's included

#### Dedicated bandwidth

High-performance internet, exclusively for your employees, featuring enhanced security and speeds.

#### Public IP

Unique address reserved for your company to connect a device to the Internet, securely supporting VPN and remote access.

#### Private VLAN

Separate your employees' internet traffic from other members with a private and security-enhanced connection.

#### Private WiFi (SSID)

Branded, password-protected network exclusively for your employees.

#### Private video conferencing equipment

Enhance your private meeting room with video conferencing equipment, featuring an all-in-one video bar and expert support.

#### Enterprise direct connect VPN

A connection to your company's network with enhanced security, supported by primary and backup circuits. No VPN client required.

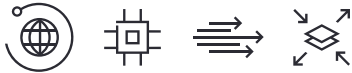
#### Firewall-as-a-service (FWaaS)

Realize the benefits of a dedicated firewall with 24/7 monitoring without the required CapEx, configuration, or ongoing management.

Dedicated Bandwidth speed	100Mbps	200Mbps	400Mbps
Public IP, Private VLAN, SSID	Included		
Video conference room	1 Included (Additional available for £500/room/mo. +VAT)		
Firewall-as-a-Service	1 Included (Additional available for £500/mo. +VAT) Higher throughput firewall available for £1,050/mo. +VAT		
Enterprise Direct Connect	1 Included (Additional available for £350/mo. +VAT)		
Bundle cost	£1,750/mo. +VAT	£2,400/mo. +VAT	£3,400/mo. +VAT
	+£400 one-time setup fee +VAT		

# All Access

Technology bundle



Distributing your workforce and corporate technology across multiple offices has never been easier. Our full-stack technology package provides your company with a high-performance network in WeWork buildings of your choosing. This provides your employees an enhanced and trusted connection to your company's network while taking advantage of the convenience and flexibility of WeWork All Access.

All Access Technology Bundle subject to availability in your building. WeWork's technology team will be in touch to confirm product availability.

What's included

Dedicated Bandwidth

High-performance internet, exclusively for your employees, featuring enhanced security and speeds.

Public IP

Unique address reserved for your company to connect a device to the Internet, securely supporting VPN and remote access.

Private VLAN

Separate your employees' internet traffic from other members with a private and security-enhanced connection.

Private WiFi (SSID)

Branded, password-protected network exclusively for your employees.

Enterprise Direct Connect VPN

A connection to your company's network with enhanced security, supported by primary and backup circuits. No VPN client required.

Dedicated Bandwidth speed	100Mbps	200Mbps	400Mbps
Public IP, Private VLAN, SSID	Included		
Enterprise Direct Connect	1 Included (Additional available for £350/mo. +VAT)		
Bundle cost per location	£775/mo. +VAT	£1,300/mo. +VAT	£2,150/mo. +VAT
	+£400 one-time setup fee +VAT		



SECTION

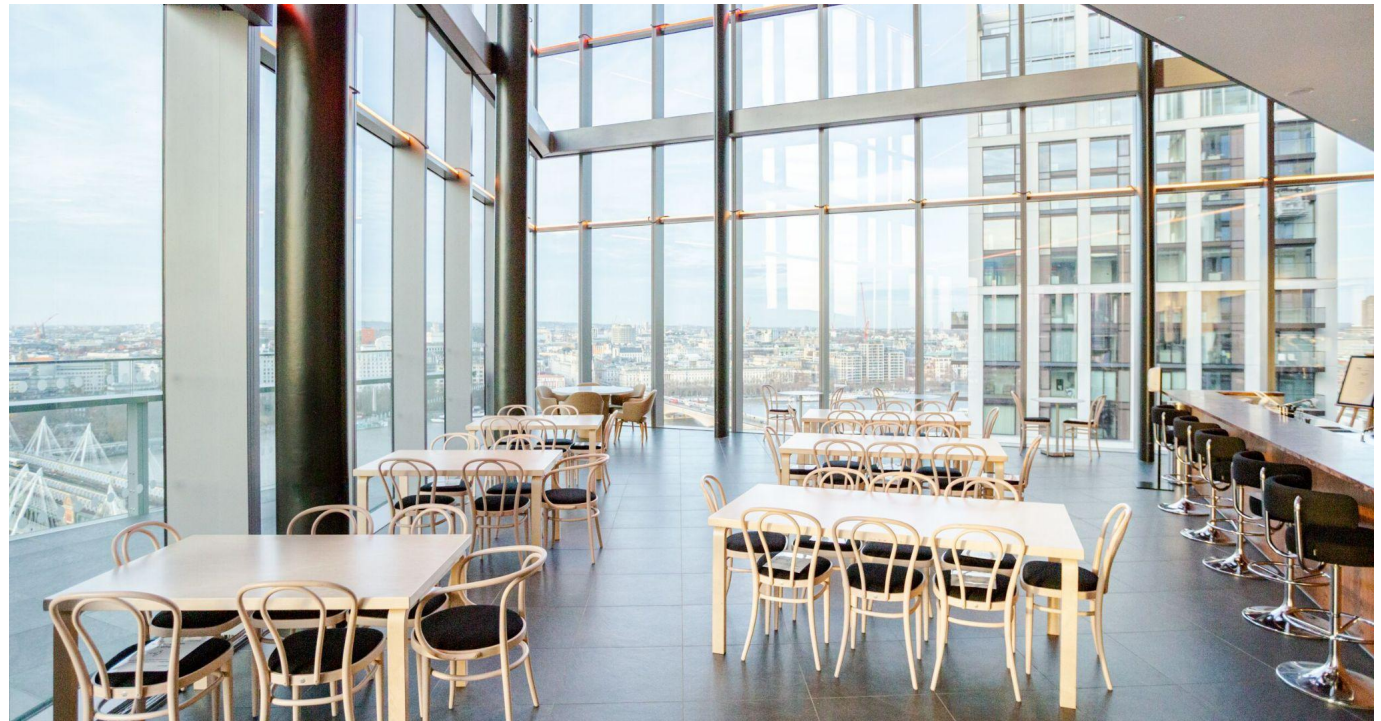
# EVENTS & PRODUCTION

# 07

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# Events & Production

For pricing, please submit an enquiry form at [wework.com/events-contact-us](https://wework.com/events-contact-us) and one of our events specialists will be in touch. Spaces are subject to availability.



## Description

Whether you are planning a conference, drinks reception, ticketed keynote, birthday, hybrid panel, product launch or team-offsite - WeWork is a great setting for any event.

From art-filled lounges, informal auditoriums and roof terraces with skyline views, our spaces combine central city locations, designed spaces and quality production.

## Add-on Services Upon Request

Included within your hire fee is use of your selected indoor or outdoor space. WeWork can also provide the following add-on services on request (additional costs may apply).

- Food & drink packages
- Room set-up, additional furniture and end-of-event cleaning
- Audio visual services
- Additional security
- Streaming and recording facilities
- HoloPresence at WeWork (3D holographic technology) available in select locations
- Staffing and hostesses to manage arrivals
- Cloakroom services
- Collaboration tools such as whiteboards, flipcharts
- Additional hours (may incur security charges)



wework

Thank  
you