

IN THE LOOP



Seasons Greetings from The Media Centre

2023 has flown by and the festive season is upon us!

From all of us here at The Media Centre, we would like to wish you all a Merry Christmas. We hope that you all enjoy the festive break.

Our Christmas Opening Hours

The Media Centre will be closed over the festive period and no mail will be received. You will still be able to access your office during the closed period using your fob and key.

Close: Friday 22nd December 2023 at 1pm

Reopen: Tuesday 2nd January 2024 at 8.30am

Please keep the above dates in mind when ordering items for the festive period to be delivered to The Media Centre.

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Loaded Hot Chocolate!

This December, indulge in a naughty but nice treat from our reception Kiosk with a Loaded Hot Chocolate.

Which will you choose?

Sugar

Hot chocolate topped with cream, mini marshmallows and a generous sprinkling of cocoa powder.

Regular: £2.50

Spice

Hot chocolate topped with cream, Lotus Biscoff and a generous sprinkling of cocoa powder.

Large: £3.20



WIN A Joybells Christmas Hamper!

Would you like to win this fabulous hamper, festively filled with sweet and savoury seasonal treats from Joybells?

TO ENTER: Pick up your 12 working days of Christmas Advent card from reception and then for each working day, from the 1st to the 18th December that you come to reception you will receive a stamp to your card.

Each stamp you receive is 1 entry into the raffle to win the hamper which will be drawn on Thursday 21st December.

Drop your card back at reception before 12noon on Wednesday 20th December to claim your entries.

Entry open to Office, Virtual Office & Flex clients of The Media Centre only.



Sending Your Christmas Mail

Did you know that we offer franking at reception for items being sent within the UK?

Franking with us means you can drop your item off quickly and securely (no more time consuming trips to the Post Office) and you don't need to spend time working out how many stamps you need

We offer **First & Second** class postage along with **Signed For** or **Special Delivery** (before 9am, 1pm weekdays)



Sending your items:

Mark your company name on the back of any item you wish to be posted and drop it in at reception before 3pm to have it sent out that day. The cost of the postage (at Royal Mail franking rates) will be added to your monthly invoice (with a 15% administration fee)

Last Recommended Posting Dates

(As advised by Royal Mail)

Second class
(& Second class **Signed For**)

MONDAY
18TH DECEMBER

First class
(& First class **Signed For**)

WEDNESDAY
20TH DECEMBER

Special Delivery
(Before 9am / 1pm weekdays)

THURSDAY
21ST DECEMBER

MYnetwork Huddersfield Meet Up (Dec)

Join us on Wednesday 20th December for the final MYnetwork Huddersfield Meet Up of 2023 here at The Media Centre!

MYNetwork offers a great opportunity to expand your business connections and collaboration opportunities in Kirklees by catching up with other local business people over coffee

So pop it in your diary, grab your best Christmas jumper and join us!

Wednesday 20th December

9am to 11am, here in the Breakout Space at The Media Centre

