



Facilities and Services

Training and meeting rooms for hire

The Snowy Enterprise Centre, centrally located in 38 Bombala Street Cooma, has an attractive training room and a smaller meeting room available for hire.

Offices

The Snowy Enterprise Centre has offices available for daily, short-term or long-term rent.

Virtual accommodation

Use the Snowy Enterprise Centre as your business base for reception and message services and have access to the meeting room for client appointments.

Business Incubator Program

This program is for businesses who are still becoming established and profitable. They pay lower rental and receive access to business counselling and support services.

Secretarial and Bookkeeping services

- Bookkeeping and BAS services
- Wordprocessing, data entry and other secretarial services
- Clerical services including photocopying and binding
- Secretariat and administrative services for organisations

AussieHost Customer Service Program

AussieHost is a one-day workshop delivered by an accredited facilitator. It is a unique communications, customer-relations and service skills workshop designed to upgrade the standards of service and hospitality provided to customers.

Small Business information and training

The Snowy Enterprise Centre has a range of self-help business information and resources available for start-up and existing businesses, including complementary business magazines and regular newsletters. Information about upcoming training is available in the newsletters and through the website.

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Office Accommodation and Business Incubator

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Snowy Enterprise Centre is operated by the Snowy Monaro Business Enterprise Centre Inc, a not-for-profit incorporated association based in Cooma. Our Mission: To encourage, facilitate and support the establishment and development of sustainable industry and business in the Cooma region.

OFFICE ACCOMMODATION AND BUSINESS INCUBATOR

The Snowy Enterprise Centre business incubator was established in 2002. The centre has the capacity for up to 8 businesses. Please contact Centre staff for current office availability.

Short or Long term rent

Offices are made available under short or long term licence agreements. These are ideal for people looking to start their own business, move their current home-based business into a professional office environment or grow their business in a supportive environment. Tenants may be eligible to join the Business Incubator Program.



A typical office

The room rental includes reception, telephone answering, mail collection/distribution service, car parking, kitchen facilities and free access to the meeting room for 8 hours /month by appointment.



Hot Seat Office

Hot seat office

The 'Hot Seat Office' provides a comfortable office for casual hire. This room is available on a day or half day rate by appointment.

External/virtual accommodation

This is a great option for those in business who don't want a permanent office. They may be usually out and about or home-based, but still need the option of an office in a professional atmosphere from time to time.

External tenants pay a monthly fee which includes: reception, telephone message taking, mail collection/distribution, kitchen facilities, car parking and free access to meeting room for 8 hrs / month by appointment.

Features of our professionally managed centre

- Our rooms are attractive with carpet, heating and cooling, security monitoring and easy disabled access
- Telephone and Broadband internet access in all rooms
- All our clients have free access to the kitchen, toilets and off-street parking.
- The building is located conveniently in Cooma's CBD.
- Unrestricted 24-hour access for tenants
- Resources available include photocopier, fax, data projector, free-to-air TV and Binding machine
- Reception service during office hours
- Mail collection
- Secretarial and bookkeeping services available on site at a fee.



Meeting Room

Business Incubators

A business incubator is a group of individual businesses operating independently but within one location. The aim of a business incubator is to help businesses establish or grow. The environment of lower overhead costs, shorter lease terms, shared resources, professional management and a range of business support services help promote the growth of your business.

How a business incubator works

- Easy to move in and out, with short-term licences. Business can trial viability without committing to a full term commercial lease.
- Shared resources charged on a user pay basis. Enterprises do not have to outlay major initial capital to purchase equipment.
- Centre staff are able to provide administrative services and allow tenants to focus on their business.
- Our offices give your business a professional image
- The centre is managed professionally so you can concentrate on your business