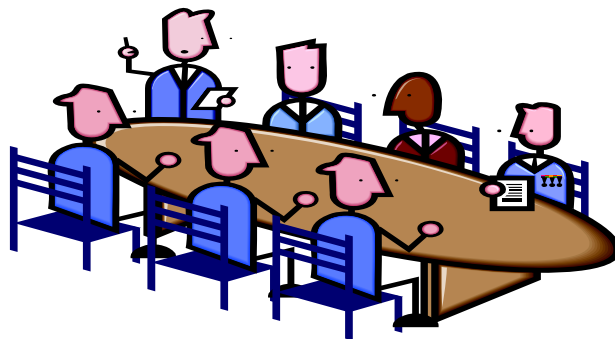




# Meeting Room

# Information Pack



This document can be made available in other formats, including Braille, Large print or Audiotape. It can also be made available in other languages on request.

Please telephone 01843 609280 or e-mail [info@kentinnovation.co.uk](mailto:info@kentinnovation.co.uk)

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# KENT INNOVATION CENTRE

## Meeting Room Facilities Specifications

Kent Innovation Centre can offer you a choice of modern, purpose-built meeting rooms equipped with the latest presentation technology, situated in a convenient location with free on-site parking.

### Boardroom: (Accommodates 12)

This meeting room on the ground floor can cater for up to 12 people and is ideal for small business meetings and presentations.

- Flexible Layout
- Widescreen TV/Video/DVD
- 42" Plasma Screen
- Whiteboard
- OHP
- Projection Screen
- Internet Access (extra charge)
- Flipchart (extra charge)
- Name Place Holders/Card
- Laptop (extra charge)
- Multi-Media Projector (extra charge)

### Meeting Room (Accommodates 25)

Located on the second floor (with lift access) this large meeting room has its own Local Area Network. Each delegate has access to individual power and network connection points fitted into the 'U' shaped desking.

- Desking/Seating for 25
- Interactive whiteboard
- OHP
- Projection Screen
- Networked Facility with Internet Access (extra charge)
- Flipchart (extra charge)
- 42" Plasma Screen
- Name Place Holders
- Laptop (extra charge)
- Internet Access (extra charge)
- Multi-Media Projector (extra charge)

## **KENT INNOVATION CENTRE**

### **IT Training Suite:** (Accommodates 4)

The spacious dedicated training suite is equipped with four networked PCs running Microsoft Office software. Each workstation has wrist rests, footrests and comfortable seating.

- Desktop PCs Networked
- Networked Printer
- Whiteboard
- OHP
- Projection Screen
- Networked Facility with Internet Access (extra charge)
- Flipchart (extra charge)
- Name Place Holders

# KENT INNOVATION CENTRE

## **Interactive Whiteboard Facilities**

An interactive whiteboard can be used in four ways:

- As a large touch screen when used with a multimedia projector. Software packages such as Microsoft word, Excel and PowerPoint can be projected from the computer onto the interactive whiteboard. These programs can then be updated, saved and amended as normal using your finger or special pen. You can also annotate the projected image to highlight areas and capture these onto the computer.
- As a copy board that connects to a computer so that notes can be printed, saved and emailed.
- As a conventional whiteboard
- As a projector screen

## KENT INNOVATION CENTRE

### Equipment Available Room Hire Charges

|                   | Room Number                  | Seating Capacity | Mon – Fri<br>1 – 4 hrs | Mon – Fri<br>4 – 8 hrs | Tables (non moveable) | Chairs (moveable) | Whiteboard & Pens | Interactive Whiteboard & Pen | Flip Chart Easel, Pad & Pens | Multi-Media Projector | Over Head Projector | Projection Screen | 42" Plasma Screen | Wide Screen TV | Video Player | DVD Player | Desktop PC Networked | Printer Networked | Telephones (training purpose) | Networked facility with internet |
|-------------------|------------------------------|------------------|------------------------|------------------------|-----------------------|-------------------|-------------------|------------------------------|------------------------------|-----------------------|---------------------|-------------------|-------------------|----------------|--------------|------------|----------------------|-------------------|-------------------------------|----------------------------------|
| Boardroom         | Ground Floor                 | 12               | £60                    | £80                    | √                     | √                 | √                 |                              | √                            | √                     | √                   | √                 | √                 | √              | √            |            |                      |                   |                               | √                                |
| IT Training Suite | IF7<br>1 <sup>st</sup> Floor | 4                | £60                    | £80                    | √                     | √                 | √                 |                              | √                            |                       | √                   | √                 |                   |                |              |            | √                    | √                 | √                             | √                                |
| Meeting Room      | DS5<br>2 <sup>nd</sup> Floor | 25               | £80                    | £100                   | √                     | √                 | √                 | √                            | √                            | √                     | √                   | √                 | √                 |                |              |            |                      |                   |                               | √                                |

Please contact KIC Reception Office to check room availability and provisionally reserve a room. In order to confirm your booking details, you will be required to complete and return a Meeting Room Reservation Form, which is included in this pack. Refreshments for meetings can also be provided, please see the Reservation Form for prices and further details. Meeting rooms will be allocated on a first come first served basis.

## KENT INNOVATION CENTRE

### Conditions of Room Hire/Refreshment Bookings

1. Room hire prices include the use of equipment contained within the hired room
2. Any additional services or equipment required as part of your booking will be charged accordingly
3. A hire / loan agreement form must be completed for all equipment hire / loans.
4. All refreshment requests, including numbers, must be ordered at least three working days in advance of the meeting date.
5. It may not be possible to serve refreshments in the hired room and alternative arrangements will be discussed at the time of booking.
6. Any meeting cancellation made less than two working days before the event will incur a cancellation charge of £25.
7. Any cancellations to refreshment requests made less than two working days before the event will incur a cancellation charge of 50% of the total ordered.
8. The building has a receptionist from 8.30am until 5.30pm. Any room bookings for outside of these hours incurs a security charge of £10 per hour, where a minimum of one hour will be charged for.
9. Cheques should be made payable to Thanet District Council
10. All prices shown exclude VAT
10. Whilst every effort is made to fulfil any requests/equipment requirements/facilities hire which you may have in relation to your booking with us, we cannot unfortunately guarantee these requests and our failure in this regard will not constitute a breach of contract. In the unlikely event that we have to change or cancel your booking, we reserve the right to do so. However, you have the right to:
  - Accept the changed/alternative arrangements as notified.
  - Cancel your reservation and receive a full refund of any monies which you have paid to Thanet District Council in respect of your reservation (please note that we shall not be liable for any sums which you have paid to any other person in connection with your reservation).

For the avoidance of doubt, we shall have no further liability to you for any changes to or the cancellation of any booking.

# KENT INNOVATION CENTRE TENANT/EXTERNAL MEETING RESERVATION FORM

Please specify refreshments and equipment requirements for your meeting and then print, sign and return form to the KIC Reception Office. Please complete a separate reservation form for each meeting booking.

## ROOM BOOKING

|              |                     |  |
|--------------|---------------------|--|
| <b>Date:</b> | <b>Start Time:</b>  |  |
|              | <b>Finish Time:</b> |  |

|                               |                                 |                                    |  |
|-------------------------------|---------------------------------|------------------------------------|--|
| <b>Room<br/>(Please Tick)</b> | <b>Boardroom<br/>(Seats 12)</b> | <b>Meeting Room<br/>(Seats 25)</b> | <b>IT Training Suite<br/>(Seats 4)</b> |
|                               |                                 |                                    |  |

Title of course/meeting:

## REFRESHMENTS

**Please note all refreshments must be ordered through KIC Reception Office**

| Refreshments   | Cost             | Time and Number of Delegates |    |      |    |      |    |
|--|------------------|------------------------------|----|------|----|------|----|
|  |                  | Time                         | Nº | Time | Nº | Time | Nº |
| Tea & Coffee Per Person  | £0.50            |                              |    |      |    |      |    |
| 1 Litre Jug Chilled Spring Water   | £1.00            |                              |    |      |    |      |    |
| 1 Litre Jug Sparkling Water  | £1.00            |                              |    |      |    |      |    |
| 1 Litre Jug Orange Juice   | £1.00            |                              |    |      |    |      |    |
| Delegate Package (Minimum 5 People)<br>Includes: Fairtrade Coffee Machine,<br>Fairtrade Biscuits, Still Water & Orange<br>Juice                          | £1.45            |                              |    |      |    |      |    |
| Fairtrade Coffee Machine<br>Includes: Tea, Coffee, Hot Chocolate, Café au<br>Lait, Espresso, Cappuccino, Cappuccino-Choco<br>and complimentary biscuits. | £0.60<br>per cup |                              |    |      |    |      |    |
| Fairtrade Cookies (2 pack) Per Person  | £0.45            |                              |    |      |    |      |    |

Where possible all products are sourced through fair-trade suppliers.

## Catering

We can provide details of local caterers should you wish to arrange catering for your meeting. Please contact KIC reception on 01843 609286.

## **EQUIPMENT**

Please tick any equipment required for your meeting under the appropriate room you have booked. Please contact the KIC Reception Office regarding additional equipment hire charges which are not inclusive of the room hire charge.

### **Boardroom:**

|                               |  |   |  |
|-------------------------------|--|---|--|
| Projection Screen             |  | Laptop (Extra Charge)                       |  |
| Over Head Projector (Acetate) |  | Internet Access (Extra Charge)              |  |
| Plasma Screen                 |  | Flip Chart, Easel Pad, & Pens(Extra Charge) |  |
| TV, Video & DVD               |  | Multi-Media Projector (Extra Charge)        |  |
| Whiteboard & Pens             |  | Conference Telephone                        |  |
| Name Place Holders/Card       |  |   |  |

### **Meeting Room:**

|                               |  |  |  |
|-------------------------------|--|--|--|
| Projection Screen             |  | Laptop (Extra Charge)                        |  |
| Over Head Projector (Acetate) |  | Internet Access (Extra Charge)               |  |
| Plasma Screen                 |  | Flip Chart, Easel, Pad (Extra Charge) & Pens |  |
| Interactive Whiteboard        |  | Conference Telephone                         |  |
| Name Place Holders/Card       |  | Multi-Media Projector (Extra Charge)         |  |

### **I.T. Training Suite:**

**Please note refreshments are not permitted in the I.T Training Suite and an additional meeting room must be booked if you wish to serve food and drinks during your meeting.**

|                    |  |  |  |
|--------------------|--|--|--|
| Projection Screen  |  | Laptop (Extra Charge)                        |  |
| OHP (acetate)      |  | Internet Access (Extra Charge)               |  |
| Networked PC       |  | Flip Chart, Easel, Pad (Extra Charge) & Pens |  |
| Networked Printer  |  | Conference Telephone                         |  |
| Whiteboard & Pens  |  |  |  |
| Name Place Holders |  |  |  |

**INVOICE ADDRESS**

|                         |       |
|-------------------------|-------|
| Contact Name            |       |
| Company                 |       |
| Address                 |       |
| Telephone               |       |
| Fax                     |       |
| Email                   |       |
| Web                     |       |
| Your Official Order No. |       |
| Signature               | ..... |

If possible could you please provide us with a list of delegates that will be attending the meeting:-

- |     |                |
|-----|----------------|
| 1.  | 14.            |
| 2.  | 15.            |
| 3.  | 16.            |
| 4.  | 17.            |
| 5.  | 18.            |
| 6.  | 19.            |
| 7.  | 20.            |
| 8.  | 21.            |
| 9.  | 22.            |
| 10. | 23.            |
| 11. | 24.            |
| 12. | 25.            |
| 13. | Lecturer _____ |

Please can you inform all attendees that the front of the building is a No Smoking Area. The designated area is located at the far end of the right hand wing as you exit the main doors. There is an over head shelter and bins are located here.

Thank you for your co-operation.

# KENT INNOVATION CENTRE

## FIRE / EVACUATION PROCEDURE

- Dial 999
- Speak clearly and give exact location
- Evacuate building via nearest exit (do not use lifts)
- Await fire brigade attendance
- Stay at assembly point
- Do not re-enter premises under any circumstances
- Senior fire officer will declare building safe to return
  
- An audible fire alarm requires all persons within the premises to evacuate – **No Exceptions**. This building has been designed with fire safety as a priority element. It is important to understand what you should do in the event of an alarm being activated. The Centre incorporates both **Passive** and **Active** fire protection systems.
  
- **Passive**: protections are the elements of the building structure and the building compartments; this reduces the spread of fire over wall surfaces, ceilings and escape routes
  
- **Active**: protection is the measure used to respond to a fire; this includes
  - Fire alarm, smoke detection systems, emergency lighting, self-closing doors, fire separation doors and fire extinguisher systems
  
- **Means of Escape**: Fire emergency exits are located on all floors:
  - Closest to the lifts, exiting via stairway to Northwood Road.
  - At either end of the main corridors to College Campus end, or at Innovation end

All stairways are protected by self closing doors. These doors must on no account be wedged open or blocked off, they are protection against smoke and fire and the stairwell / staircase is your **primary escape route**

- Due to the nature of the occupancy of the office accommodation it is not possible for the Management to know who and how many persons are in attendance at any one time – the responsibility for staff evacuation lies with the individual units' Business Managers.
  
- During the working day, Monday – Friday 08:30 – 17:30, security will, in the event of a fire alarm sounding, check floors and corridors – individual offices will not be checked. This is the Tenants' responsibility.

**“During an alarm you must evacuate the building”**

## KENT INNOVATION CENTRE

### Parking for External Visitors

Could you please park here



The Kent Innovation Centre provides free parking facilities, however there are a limited amount of visitor spaces available directly adjacent to the KIC building. Please see the above map for additional designated visitor car parking spaces.

Many Thanks

## **KENT INNOVATION CENTRE**

### **Contact details**

**Address:** Kent Innovation Centre, Thanet Reach  
Business Park, Millennium Way,  
Broadstairs, Kent, CT10 2QQ

**Tel:** 01843 609286

**Fax:** 01843 609281

**Web:** [www.kentinnovation.co.uk](http://www.kentinnovation.co.uk)

**E-mail:** [reception@kentinnovation.co.uk](mailto:reception@kentinnovation.co.uk)

