

KENT INNOVATION CENTRE STANDARD SERVICES (INCLUSIVE IN RENT)

Central Reception:	To provide reception services to visitors during office hours
Data:	Cat5e cable network throughout the building to provide individual LAN capability
Telephone:	Voice-over-IP (VoIP) telephony infrastructure in place to provide each licensee with DDI and a comprehensive range of services
Gas:	Central heating of all offices and communal areas
Electricity:	Lighting to all offices and communal areas
Water:	Payment of rates
Cleaning:	Of all internal and external communal areas and windows
Maintenance:	Of the building and car park
Lift:	Giving access to the upper floors for disabled people and for delivery of larger and heavier equipment
Security:	CCTV security system for the building. Receptionist during office hours. Evening and week-end security patrols.
Meeting Room:	Use of all KIC & MMC meeting rooms which must be booked through reception office.
Restaurant Facilities:	Available from the Canterbury Christ Church University "Horizons Café"
Seminars:	Invitation to business/technology related talks and seminars organised by the centre for the licensees

Kent Innovation Centre Meeting Rooms

Meeting room bookings can be made with the Innovation Centre Reception Office, extension 7286, email reception@kentinnovation.co.uk and are free of charge to all KIC & MMC Tenants.

Please contact Reception Office to check room availability and make a provisional booking. In order to confirm your booking details, you will be required to complete and return a Meeting Room Reservation Form, which will be provided by Reception. Refreshments and catering for meetings can also be booked via reception, please ask for menu selections and prices. Meeting rooms will be allocated on a first come first served basis.

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. Facilities include:-

- Flexible Layout
- Widescreen TV/Video/DVD
- Video conferencing facility (extra charge)
- 42" plasma screen
- Whiteboard
- OHP
- Multimedia projector and screen (extra charge)
- Internet access (extra charge)
- Flipchart (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. Facilities include:-

- Desking/Seating for 25
- Interactive whiteboard
- OHP
- Multimedia projector and screen (extra charge)
- Networked facility with internet access(extra charge)
- Flipchart (extra charge)
- 42" Plasma Screen

IT Training Suite: (Accommodates 12)

The spacious dedicated training suite is exceptionally well equipped with twelve networked PCs with internet access and Microsoft Office software. Each workstation has a call centre training phone, as well as wrist rests, footrests and comfortable seating. Further facilities available include:

- Whiteboard
- OHP
- Multimedia projector and screen (extra charge)
- Flipchart (extra charge)

Margate Media Centre Meeting Rooms

Meeting room bookings can be made with the Media Centre Reception Office, extension 7270, email mediacentre@kentinnovation.co.uk and are free of charge to all KIC & MMC Tenants.

Please contact Reception Office to check room availability and make a provisional booking. In order to confirm your booking details, you will be required to complete and return a Meeting Room Reservation Form, which will be provided by Reception. Refreshments and catering for meetings can also be booked via reception, please ask for menu selections and prices. Meeting rooms will be allocated on a first come first served basis.

Multi-purpose Function Suite (Accommodates 100 seated)

Located in the heart of historic Margate Old Town, the new Margate Media Centre has an exhibition room of 137 square metres capable of holding up to 100 people, with an additional open area on the mezzanine floor, suitable for conferences, presentations and receptions. Equipment includes:-

- Multimedia projector and stand(extra charge)
- Flipchart/Whiteboard easel pad and pens(extra charge)
- 50 conference chairs
- Internet access(extra charge)
- Projection screen

Meeting Room (Accommodates 5)

The Margate Media Centre also has a Meeting Room suitable for accommodating up to 5 people. Equipment includes:-

- Internet Access (Extra Charge)
- Flipchart/Whiteboard. Easel, Pad and Pens(extra charge)