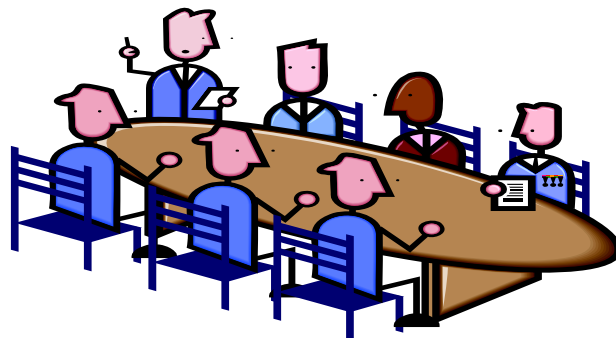


MARGATE  MEDIA CENTRE

# 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)

# **MARGATE MEDIA CENTRE**

## **TABLE OF CONTENTS**

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- Meeting Room Facilities Specifications
- Hire Charges
- Conditions of Room Hire/Catering Bookings
- Meeting Room Reservation Form
- Fire/Evacuation Procedures

## Margate Media Centre:

### **Meeting Room Facilities Specifications**

Located in the heart of historic Margate old town, the Margate Media Centre has 2 Meeting Rooms to offer. The Multi-purpose Function Suite of 137 square metres is capable of holding up to 100 people, with an additional open area on the mezzanine floor, suitable for conferences, presentations and receptions. The Margate Media Centre also has a Meeting Room suitable for accommodating up to 5 people.

#### **Equipment**

##### **Meeting Room: (Accommodates up to 5)**

- Internet Access (Extra Charge)
- Flipchart/Whiteboard. Easel, Pad (Extra Charge) and Pens
- Overhead Projector
- Projection Screen

##### **Multi-Purpose Function Suite (Accommodates up to 100)**

- Plasma Screen
- Multi-media Projector and Stand (Extra Charge)
- Overhead projector
- Projection Screen
- Internet Access (Extra Charge)
- Flipchart/Whiteboard, Easel, Pad (Extra Charge) and Pens
- 50 conference chairs (additional can be hired)

## Margate Media Centre

### Room Hire Charges

#### Equipment Available

Room	Seating Capacity	Mon – Fri 1 – 4 hrs	Mon – Fri 4 – 8 hrs	4 x Tables (moveable)	50 x Chairs (moveable)	Whiteboard & Pens	Flip Chart Easel, Pad & Pens	Over Head Projector	Multimedia Projector	Projection Screen	Plasma Screen	Internet access
Multi-purpose Function Suite	100	£100	£150	x	x	x	x	x	x	x	x	x
Small Meeting Room	5	£30	£50	x	x	x	x	x	x	x	-	X
Room B	15-20	£60	£80	X	X	X	X	X	X	X	-	x

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. Meeting rooms will be allocated on a first come first served basis.

# MARGATE MEDIA CENTRE

## Conditions of Room Hire/Catering 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 and requirements, 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.

# MARGATE MEDIA 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.
  
- **Fire Assembly Point:** Is situated in the car park
  
- **Means of Escape:** Fire emergency exits are located on all floors:
  - Multit-purpose function room/Mezzanine Floor:  
Exit at either end of room leading to Fort Road/King Street
  
  - Ground Floor:  
Exiting via main entrance onto Fort Road or Fire Exit opposite kitchen leading into rear courtyard and alley
  
  - First Floor:  
Exit opposite lift to fire escape leading to rear courtyard and alley

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**

# MARGATE MEDIA CENTRE

## Meeting Room Reservation Form

Please specify your exact requirements for your meeting, print form and return to Reception Office. Please complete a separate reservation form for each meeting booking.

### ROOM BOOKING

<b>Date</b>	<b>Time</b> <b>Start</b> <b>Finish</b>	
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<b>Room</b>	<b>Meeting Room (Seats 4-5)</b>	<b>Room B (Seats 15-20)</b>	<b>Multi-Purpose Function Suite (Seats up to 100)</b>
<b>(Please tick)</b>			

<b>Title of Course/Meeting</b>	
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**Note: All Refreshments must be ordered through KIC/MMC Reception.**

<b>Refreshments</b>	<b>Cost</b>	<b>Time and Number of Delegates</b>					
		<b>Time</b>	<b>Nº</b>	<b>Time</b>	<b>Nº</b>	<b>Time</b>	<b>Nº</b>
2 cups of Tea & Coffee Per Person	£1.00						
1 Litre Jug Chilled Spring Water	£1.00						
1 Litre Jug Sparkling Water	£1.00						
1 Litre Jug Orange Juice	£1.00						
Fairtrade Tchibo Coffee Machine Includes: Tea, Coffee, Café au Lait, Espresso, Hot Chocolate, Cappuccino, Cappuccino-Choco and complimentary biscuits.	£0.45 per cup						
Fairtrade Cookies (2 pack) Per Person	£0.45						

### Catering

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

## **EQUIPMENT**

Please tick any equipment required for your meeting under the appropriate room you have booked. Please contact the Reception Office regarding equipment hire charges. We can provide up to 50 Chairs and 4 Tables, please state in box below what you may require.

### **Meeting Room**

Internet Access (Extra Charge)	
OHP (acetate)	
Multi-Media Projector (Extra Charge)	
Flipchart/Whiteboard, Easel, Pad (Extra Charge) & Pens	
Additional Chairs & Tables (Please state how many) – Extra Charge	

### **Multi-Purpose Function Suite (with Mezzanine Floor)**

Projection Screen	
Plasma Screen	
OHP (acetate)	
Internet Access (Extra Charge)	
Multi-Media Projector (Extra Charge)	
Flip Chart/ Whiteboard, Easel, Pad (Extra Charge) & Pens	
Additional Chairs & Tables (Please state how many) – Extra Charge	

## **SECURITY CHARGES**

Please note for all room bookings outside of normal office hours (8.30 am – 5.30 pm) there is a minimum charge of £10 per hour for security.

**INVOICE ADDRESS**

<b>Contact Name</b>	
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<b>Company</b>	
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<b>Address</b>	
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<b>Telephone</b>	
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<b>Fax</b>	
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<b>Email</b>	
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<b>Web</b>	
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<b>Your Official Order No.</b>	
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<b>Signature</b>	.....
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**If possible could you please provide a list of delegates attending the meeting/course**

## **MARGATE MEDIA CENTRE**

### **Contact Details**

**Address: Margate Media Centre,  
11-13 King Street,  
Margate,  
Kent  
CT9 1DA**

**Tel: 01843 609270**

**Fax: 01843 609271**

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

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

