

# **SOME FREQUENTLY ASKED QUESTIONS ABOUT HIRING COMMUNITY BASE'S MEETING ROOMS**

## **WHAT MEETING ROOMS CAN I HIRE AT COMMUNITY BASE?**

Community Base has three high quality, affordable meeting rooms for hire in the heart of Brighton, seven days a week - our South Wing conference room and two smaller meeting rooms, South Wing two and South Wing three.

Our South Wing conference room has a capacity of 100, a sound system, video/dvd player, projector and screen, facilities for computer presentations, wireless internet access, a wheelchair accessible toilet, baby changing facilities, a balcony, an induction loop and beautiful views over Brighton.

Our two smaller meeting rooms, South Wing two and South Wing three, each have whiteboards and a capacity of 12.

## **WHAT KITCHEN/CATERING FACILITIES DO YOU HAVE?**

Our conference room kitchen has reusable mugs, tumblers, plates and cutlery and a sink for washing up. As part of our commitment to reducing the carbon footprint of activities at Community Base we insist that no throwaway plates, cutlery or cups are used in our conference room. We supply washing up liquid, teatowels and recycling/rubbish bins. If you are running a large event, you may want to bring extra washing up liquid, teatowels and binbags. There are no kitchen facilities for our smaller meeting rooms.

You can arrange for buffet food to be delivered to events in our conference room. If you do you should arrange for your caterer to go to Community Base's South Wing entrance and ring the conference room on the entryphone (555) so you can let them in remotely.

## **HOW DO I HIRE A MEETING ROOM AT COMMUNITY BASE?**

Before we can take a booking from your group, you need to appoint a named contact person responsible for all matters, including payment, relating to your group's bookings. This contact person needs to complete, sign and send us our agreement for hiring meeting rooms at Community Base which you can download from [www.communitybase.org/meetingrooms/agreement.pdf](http://www.communitybase.org/meetingrooms/agreement.pdf). Once we have received your signed agreement we will get back to you and you can start making bookings.

## **HOW MUCH DO YOU CHARGE?**

We charge groups with offices at Community Base £5 an hour to hire our conference room, other community groups without paid staff £10 an hour, other charities and not-for-profit organisations with paid staff £15 an hour and government and commercial groups £30 an hour. We charge half these rates for our smaller meeting rooms. Bookings by external groups must be for a minimum of three hours.

## **HOW DO I GET INTO COMMUNITY BASE WHEN YOUR RECEPTION IS CLOSED?**

You need to get an access card from our reception which you can contact on (01273) 234000 and which is normally open Monday to Friday, 8.30am-4.30pm.

## **CAN I GET INTO THE CONFERENCE ROOM BEFORE THE TIME I HAVE BOOKED IT FOR TO SET UP?**

No. You can only use meeting rooms at Community Base during the times you have booked them. If you need time to set up or clear up you should include this time in your booking.

## **WHAT IS THE CONFERENCE ROOM EQUIPMENT CUPBOARD?**

Our conference room equipment cupboard has a sound system and a cd/dvd player linked to our projector.

## **HOW DO I PULL DOWN THE CONFERENCE ROOM PROJECTOR SCREEN?**

You should use the button on the column in the centre of the room to pull the projector screen down - *DO NOT* try to pull the projector screen down manually.

## **HOW DO I WORK THE CONFERENCE ROOM PROJECTOR?**

### *TO TURN THE PROJECTOR ON*

1. Lower the projector screen using the control switches on the column in the middle of the room
2. Press the **BLACK POWER BUTTON** on the underside of the projector to turn it on
3. Press the **BUTTON ABOVE THE WORD SOURCE** on the projector until the correct input is selected
4. *If you are displaying information from a laptop* connect your laptop to the projector using one of the ports on the back of the projector.
5. *If you are showing a VHS video or DVD* switch on the video/DVD unit in the equipment cupboard, switch on the amplifier in the equipment cupboard ensuring that the CD/DVD light is on, turning the source knob until it is, insert a video or DVD and press *play*
6. *If no image appears on the projector screen* use the button on the underside of the projector underneath the word *SOURCE* to check that you have selected the correct input (for video/DVD select composite)

### *TO TURN THE PROJECTOR OFF*

1. Switch the projector off by pressing the **BLACK POWER BUTTON** and then the **ENTER BUTTON**
2. Raise the projector screen.

## **CAN I PLUG MY OWN EQUIPMENT INTO THE PROJECTOR?**

Yes, our projector has S-Video, HDMI, RGC and DVI-I sockets. However you will need to bring your own cable and, while most laptops work with our projector, we cannot guarantee compatibility. If you want sound as well as video from your laptop you will also need to bring your own speakers. You can hire laptops, cables and speakers from SCIP at Community Base – ring them on 01273 234049 for details.

## **DO YOU HAVE WIFI IN YOUR MEETING ROOMS?**

Yes, but we cannot be held responsible if it is not working for some reason.

## **DO YOU SUPPLY FLIP CHART PADS?**

No. You must bring your own and take them away when you leave.

## **HOW SHOULD I LEAVE THE CONFERENCE ROOM?**

You must leave meeting rooms clean and tidy. There is a sign on the south wall of the conference room explaining how you should leave the conference room chairs and tables when you have finished.

## **CAN I ADVERTISE MY EVENT IN COMMUNITY BASE'S WINDOW?**

You can advertise your event in the window on the ground floor of the South Wing. You should not put any posters on the South Wing door or the window at right angles to it. Please take posters down once your event is over.

## **ARE THERE ANY OTHER RULES FOR USING COMMUNITY BASE MEETING ROOMS?**

Yes. The agreement for use of our meeting rooms that every group hiring our rooms must sign lists a number of conditions for everyone hiring our meeting rooms that you must abide by.

## **WANT TO HIRE SOMEWHERE ELSE IN BRIGHTON AND HOVE?**

Community Base hosts *Brighton and Hove venue search*, an online database of hundred of rooms and halls for hire across Brighton and Hove.

**[www.communitybase.org/meetingrooms](http://www.communitybase.org/meetingrooms)**