



Booking JHub Studio for an Event

Events that do take place at JHub:

- ▶ Events run by members
- ▶ Panel debates
- ▶ Key note speakers
- ▶ Networking events
- ▶ Volunteer training
- ▶ AGM's

Events that don't take place at JHub:

- ▶ Events of over 100 people
- ▶ Birthday parties
- ▶ Band practices
- ▶ Evening and weekend events (unless you are a JHub resident organisation)

Services JHub offers:

- ▶ Crockery and cutlery – the JHub Studio has ample mugs, glasses, plates and cutlery
- ▶ Tea, coffee and milk
- ▶ Food can be delivered to JHub – **HOWEVER**, you must ensure that either you or a member of your group is available to collect the food when it arrives
- ▶ Advice before your event – we are happy to recommend caterers for you to contact
- ▶ Chairs and 3 tables

Services JHub does **not** offer:

- ▶ Catering – all food and drink (apart from tea, coffee etc.) will need to be ordered
- ▶ Staffing – the JHub team will not staff your event
- ▶ Cleaning (if you need someone to clean feel free to invite your parents along)
- ▶ Parking – parking is only available for those with a specific mobility issue and must be arranged in advance
- ▶ Logistical support – either you or a member of your group will need to welcome your guests, set-up the space and return it to its former glory!

Terms

- ▶ Bookings must be made in advance – preferably 6 to 8 weeks before the event it due to be held
- ▶ All bookings (incl. cleaning time) **must end by 17:00** (unless being sponsored by a resident organisation)
- ▶ All food must be vegetarian
- ▶ At the end of the event the space used my be put back how it was originally found
- ▶ At the start of the event a few minutes needs to be given to the JHub member of staff on duty to explain the space and some logistical information

If your event meets all of these requirements please email info@jhub.org.uk and include the following information to ensure the correct space is booked – date, start and end time of event, prep and cleaning times, number of mobility spaces required, number of people attending