

THE JUBILEE INSTITUTE

Bridge Street, Rothbury, Northumberland NE65 7SD

Charity Number 227913

Customers Information

The Jubilee Institute is a self-service facility run by volunteer Trustees and requires customers to set up their own events and leave the rooms as they found them. Information about the rooms can be found on our website but if you need to talk to someone, please call **07377 453951**. If we are unable to answer the phone please leave a message and we will get back to you as soon as possible.

Furniture

- The Armstrong Hall has 80 chairs that are always available in the hall. If you require additional chairs for your event, please request this when booking the facility on-line, email or phone.
- 6 and 2 person tables are located in the Simonside room next to the hall. If you require more tables these are located in the middle cupboard under the stage.
- Our meeting rooms have permanent tables and chairs.
- The Dovecote rooms have folding tables that can be taken down and stored but must be reinstated after the event.
- Help with furniture for one off event may be available if Trustees are available.

Access

- Access to the hall is by a keypad to the left of the door. A code will be issued when you book the room, regular user codes will remain active for the duration of your booking. One off booking codes will be deactivated after the event
- When entering the building the door lock can be deactivated by using the elevated switch on the wall to the right of the door. The door lock **must** be switched back to **lock** when leaving the building.

Audio Visual and Wi-Fi

- The Jubilee Institute Wi-Fi is free to use throughout the hall. The password can be found above the light switch in all the rooms.
- The main hall has a laser projector and instructions on how to use the equipment can be found on the left hand side of the stage.
- The Thrum and Cheviot rooms have screens that can be used for presentations or conference calls. Both screens can be accessed using Wi-Fi or HDMI cables. When using Wi-Fi the screen name is the same as the room name. TV remote will be near screen or in a cupboard.

Payments

- The invoice will be sent to the email of the person who created the booking or if requested by mail. Payment is due 30 days from date of invoice. Payment by direct to our account at Lloyds Bank, sort code 30-17-12, account number 00071856 ensuring invoice number is quoted as reference, by cash in or cheque payable to "The Jubilee Institute" to the above address with remittance advice. Both cash and cheque to be put in envelope and posted into the box in the hall lobby
- Any queries please contact Treasurer (Invoicing) Christine Abbs on 07392 240496 or christineba21@icloud.com