



Brighton Hub  
**Venue Hire**

West Sussex,  
Brighton & Hove  
**ageUK**  
Let's change how we age

# Hirer's checklist



Before you book your room, there are a few things to consider:

## Equipment & Facilities

**What equipment or facilities do you need use of?** For example, you may need tables and chairs for guests, or TV screen to hold a meeting.

At some centres we may be able to suggest catering for events, or the use of a kitchen to do your own catering.



## Guest numbers

**How many people will be attending?**

Our rooms vary in size so you need to ensure that the space is big enough for the number of people you anticipate will attend.

We can give you a guide on the seated and standing capacity for our rooms.



## Emergency contact

We will provide you with a key contact for your venue including emergency contact if out of hours hire.

You will need to provide us with the details of your key nominated person.

## Accessibility

AUKWSBH is striving to make all of their centres as accessible as possible but unfortunately due to the age and configuration of some of our buildings, some are still not fully accessible.

Please make sure you speak to us about your requirements and double check the specific details about the venue you are hoping to hire.



## Timings

**How long will your event last?**

This is helpful for you to work out how much the hire of the room will cost. We charge for hire per hour. Don't forget to add any time for setting up or clearing away.

We also offer long term rental agreements for office space.



## Brighton Hub Space

**The Brighton Hub is 5 minutes from Brighton Train Station on Queens Road.**

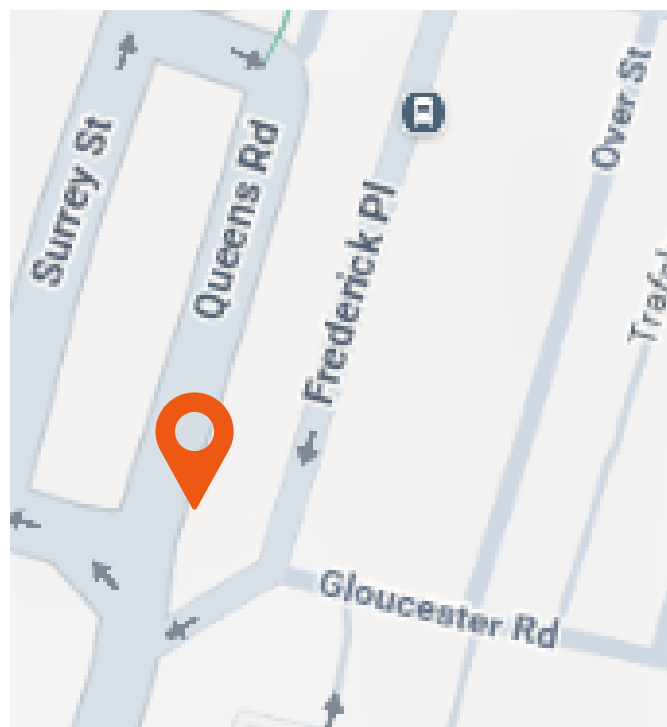
It is in the heart of Brighton City Centre with plenty of local supermarkets, shops and cafes nearby.

The building is light and airy, set on the ground floor and fully wheelchair accessible.

There are 2 meeting rooms available for hire, The Boardroom and a smaller Client Room.

There are also hot desks, with screens, available to book.

All the rooms have tables and chairs available, with the Boardroom also including a TV screen.



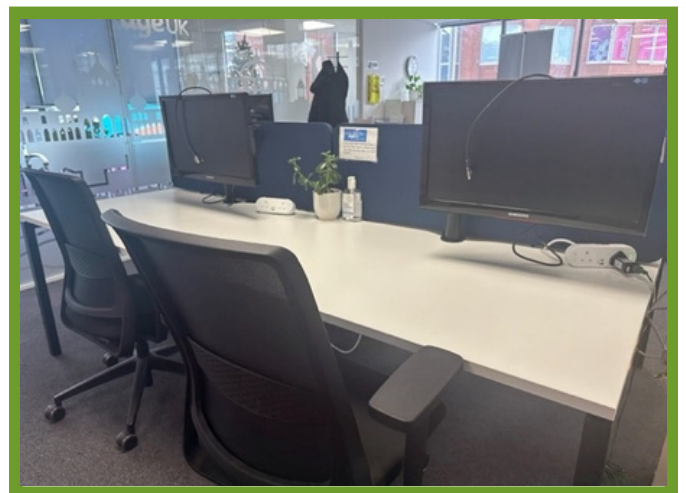
### How to find us

**Address:**

Ground Floor, 95 Queens Road , Brighton and Hove, BN1 3XE



# Our Spaces





Brighton Hub

## Boardroom

This is a medium sized room with air conditioning, TV screen and wonderful views of the iconic Brighton lanes.

Ideal for meetings or events.

Seats 12

**£35 per hour**

1 car parking space available for organiser -  
£10 per day



Toilets including  
disabled toilets



WiFi





**Brighton Hub**

## Client Room

This is a small room perfect for client or small team meetings and 121's.

Seats 4

**£20 per hour**

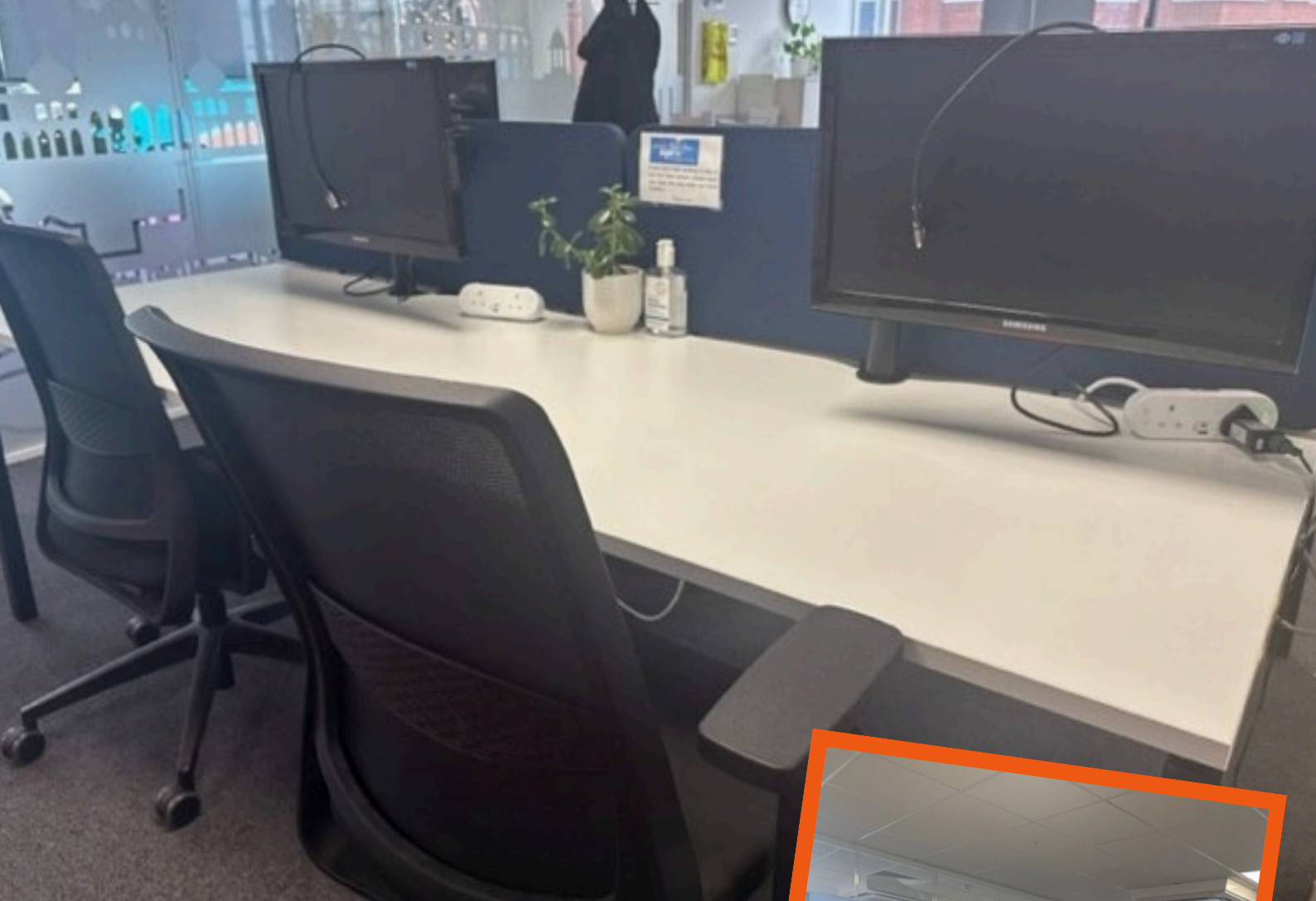
*Available for hire Tuesdays & Thursdays*



**Toilets including  
disabled toilets**



**WiFi**



Brighton Hub

## Hot Desks

Our hot desk spaces offer a friendly, professional environment with Wi-Fi, screens and access to shared kitchen facilities.

Perfect for freelancers, remote workers, and small teams who want a change of scene or to work alongside others in their community.

**£15 per day**



Toilets including disabled toilets



WiFi



Do you want to work in a relaxed, professional environment?

Looking for a meeting venue in the city centre?

**Welcome to our Brighton Hub.**

**For more information**

Visit our website: [www.ageukwsbh.org.uk](http://www.ageukwsbh.org.uk)

Telephone: **0800 019 1310**

Email address: [info@ageukwsbh.org.uk](mailto:info@ageukwsbh.org.uk)

**Brighton Hub**  
**Venue Hire**

 **West Sussex,  
Brighton & Hove**  
**ageUK**  
Let's change how we age