

Space@119 – FAQs

Where is Space@119?

Space@119 is located at the office of The Chartered Institution of Highways & Transportation (CIHT). Please see <http://www.ciht.org.uk/en/about-us/contact-us/find-us.cfm> for more details on how to find us.

What are your opening times?

We are open Monday to Friday 9am to 5pm only. Early access may be given with prior arrangement. We may refuse entry if you have not given prior notice.

Can I gain early access to the room?

Yes if the room is available, you may do so by requesting the time on your booking form. Please note you will not be able to access our office before 8.30am. If you would like to access before 9am you can do so by sending an email to space119@ciht.org.uk or Aoife.murtagh@ciht.org.uk

Is WI-FI available?

WI-FI is free for all clients and the password is available on our screens at reception and in the breakout area.

Is there a projector or screen?

We do not have projectors but there are plasma screens in all our rooms with a cable which connects directly to a laptop.

Can I request a laptop?

Yes, please request a laptop on the booking form sent to you during the booking process. We have a limited number of laptops available. You can also bring your own. Please note our plasma screens do not connect to MACs. If you bring your own equipment/materials you are responsible for setting it up.

Do you provide photocopying?

Yes, there is a charge for this and you can request a price list. Please do not ask for photocopying to be done on the day of your meeting as this may not be possible. Please send via email, the documents for photocopying 3 days in advance of the meeting.

Are refreshments available?

Tea, coffee and filtered water are available throughout the day in the breakout area. Biscuits are available in the morning. Catering can be provided at an additional cost. Outside refreshments/catering are strictly not allowed.

What equipment can I request free of charge?

Laptops, flipcharts, clicker, HDMI cable – all must be requested in advance of the meeting. Please note if your presentation has sound you can let us know the day before your meeting so we will have the room set up correctly in advance.

Are there cancellation charges for cancelling a room booking?

Yes please see our terms and conditions on the booking form for more details.

Can I provisionally book a room?

Yes we can hold a room for one week only for provisionally bookings without penalty. After this time you must complete, sign and return the booking form and terms and conditions. Otherwise we will release the room.

When do I have to give final numbers and catering options?

Two days before your meeting.

Do I need to provide a delegate list of attendees to the receptionist at CIHT?

No, all delegates need to sign in and out at reception so we have a record there. When they arrive they can state which meeting they are attending.

For any other questions or enquires please email space119@ciht.org.uk or Aoife.murtagh@ciht.org.uk
Please see more details about Space@119 and our gallery on <http://www.ciht.org.uk/en/about-us/spaceat119/index.cfm>

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What type of desks and chairs are in the meeting rooms?

The desks are rectangle shape on wheels which seats approx. 2 people per desk. The chairs have a back on them and arm rests. We do not have round tables available.

Is there a cloak room? Can you store my luggage?

There is a coat rail in the breakout area and also some wardrobes available to store luggage. Please note CIHT does not take responsibility for these items. Bicycles cannot be left in our reception area.

Is your office wheel chair friendly?

Yes we have a lift in our office and have a disabled toilet.

What are your room rates for meeting room hire?

Room rates are sent to you during the booking process or you can request them to be sent to you when making an enquiry. Rates are also available on our website. <http://www.ciht.org.uk/en/about-us/spaceat119/index.cfm>

Are there discounts?

Registered charities receive 10% discount off room hire.

CIHT members receive 10% discount off room hire.

1st time bookers receive 25% discount off room hire for first meeting.

If I book a room for the following year are prices likely to change?

Yes we review our pricing structure every November with new prices coming into effect every January for that year.

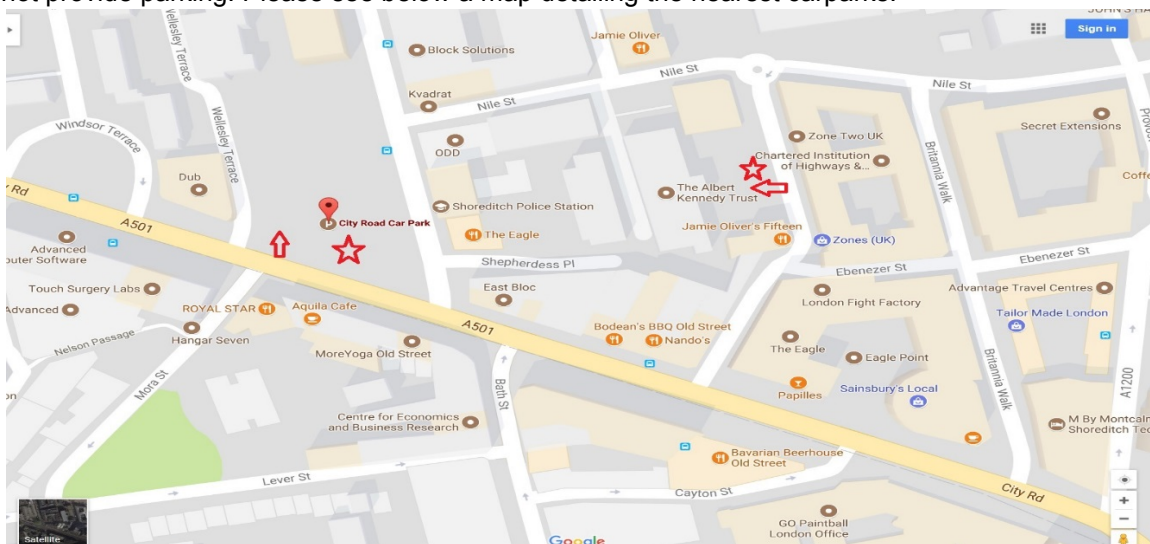
What catering options are available?

We use an external catering company and a menu is sent to you during the booking process.

Please note the caterers have the right to update their prices or change their menu without prior notice. You are not allowed to bring outside catering onsite. If you have a special dietary requirement you need to let us know in advance so we can check with our caterers.

Is there parking onsite?

No we do not provide parking. Please see below a map detailing the nearest carparks.



Can I get a courier to delivery items to your office?

Yes but you need to notify us by email in advance. All items must be clearly labelled with the sender's details and what meeting it is for are on it. If you are getting a courier to collect the items you need to leave them at reception of CIHT and they need to be collected no later than 10am of the next working day. All items must be clearly labelled and you need to inform the receptionist what courier company it is and what time it is being collected.

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Is there video/telephoning conferencing equipment available?

No. If a person is dialling into your meeting they can call reception and be transferred to the meeting room. The phone can then be put on loud speaker. We do not have spider phones available or a camera. Skype is available on all laptops provided by CIHT. You are not able to make outgoing calls on our telephones.

How can I pay?

Clients are invoiced one week after the meeting date. You can pay via BACs, cheque or call us with your card details quoting the invoice number.

What is your maximum capacity?

60 people theatre style using rooms Crompton 1-4.

How are meeting rooms set up?

Options available are boardroom, classroom, theatre, cabaret. Please let us know on the booking form how you would like the room set up or if you would like a different set up.