



Event guide

2025



Thank you for choosing Digital Hub for your event. This guide will help you navigate our facilities, presentation tools, catering options, logistics, and access requirements to ensure everything runs smoothly.

#### HUB HOURS

Monday – Friday  
08:30 AM – 5:00 PM  
\*except holidays

#### WI-FI ACCESS

Network:  
DJ\_Event 2.4  
  
Password:  
DJhub24/7

#### BUILDING ACCESS

Small Business & Enterprise Members get 24/7 access to our Hub facilities.

To enter the hub, email [info@digital.je](mailto:info@digital.je) with your:

- Full name
- Mobile number
- Email address
- Organisation

Our Building Manager Polygon will create your access profile.

#### WHEELCHAIR ACCESS

##### DURING STAFFED HOURS

Available via the basement.

##### OUT OF HOURS

No direct access.

#### FIRE ALARM

When the Alarm sounds, evacuate immediately.

##### EXIT ROUTE

Use the rear exit.

##### ASSEMBLY POINT

Behind Forum 3, La Chasse Street.

##### RESPONSIBILITY

If the Hub is unmanned, the event organiser must ensure full evacuation.

Event organisers must have a participant list available in the event of an evacuation.

#### SMOKING & VAPING

Smoking is not allowed inside.  
Use the designated area at the back of the building.





## Recommended Caterers

### DANDY CATERING

dandy@dandycatering.com  
+44 770 899 5766  
St Helier

Great for modern buffet spreads and office lunches – known for vibrant menus and flexible service.

### BERESFORD STREET KITCHEN

info@aspirejersey.je  
+44 1534 509644  
St Helier

Great for inclusive catering – offering wholesome food while supporting a social enterprise.

### R FRESH

hello@rfresh.je  
+44 1534 619191  
www.rfresh.je  
St Helier

Great for healthy catering – known for juices, fresh salads, and energising breakfast options.

### JERSEY KITCHEN

info@jerseykitchen.co.uk  
+44 7797 716716  
St Peter

Great for tailored menus – offering bespoke hot and cold catering for a wide range of events.

### HARPERS CATERING

enquiries@harperscatering.co.uk  
+44 1534 865799  
Simon: +44 7797 770481  
Trinity

Great for large functions – expert in formal dinners, BBQs, and full-service catering.

### BRUNO'S BAKERY (LA BAGUETTE CHAUDE)

bakery@brunos.je  
+44 1534 767355  
St Helier

Great for breakfast events – perfectly fresh French-style pastries, tarts & breads, ideal for early-morning gatherings.

## Utilising Eventbrite for Your Event

To submit an event to the site please complete the form in the link here:  
[Submit Events | Digital Jersey](#)

Our team will aim to review and publish your event within 2 working days.

Please note any small business or enterprise member business of Digital Jersey may submit an event, so long as it relates to digital or technology.

Not only do we list your events on our website events calendar, our marketing team send out our event listings bi-weekly, so to maximise on the promotion of your event, we recommend you promote your event 6+ weeks ahead.







## Meet the Team

### JEMMA DANIEL

Academy & Office  
Coordinator  
jemma.daniel@digital.je

Jemma supports the Digital Jersey Academy and coordinates office administration, course enrolments, learner communication, and event logistics.

### SARAH AUBERT

Hub Officer  
sarah.aubert@digital.je

Sarah runs daily operations at the Hub, including room bookings, access, invoicing, and on-site member support.

### VIKKI SPECKLETON

Events & Facilities Manager  
vikki.speckleton@digital.je  
+44 7797 853773

Vikki leads event planning and manages the facilities across the Hub, DJX, and Academy.

She manages logistics, venue setup, supplier coordination, and ensures a smooth experience from start to finish.

For general meeting and event requests, it's best to email [info@digital.je](mailto:info@digital.je) for a quick response. This inbox is managed by the full team at Digital Jersey who can assist with availability, planning, and logistics.

## Important Information & Booking Terms

### RISK ASSESSMENT

Submit attendee numbers, agenda, and catering plans 7 days before your event.

Highlight if hot food, alcohol, or under-18s will be present for safeguarding purposes.

### FEEDBACK FORM

After your event, complete our Feedback Form to help improve our facilities.

### BOOKING REQUIREMENTS

Set-up, catering, and AV requests must be submitted 7 working days in advance.

Unpaid balances will prevent future bookings.

### BOOKINGS & FEES

#### SMALL BUSINESS MEMBERS

Meeting rooms: Up to 2 hours/day.

2 events/year in Berners-Lee and Hall (membership includes this allowance).

Extra events/hours incur charges.

#### ENTERPRISE MEMBERS:

No limits on meeting rooms.

4 events/year in Berners-Lee and Hall.

2 events/year in the presentation area.

Extra events incur charges.

Payment via SumUp link or invoice.

### CANCELLATION POLICY

Cancel at least 2 weeks in advance for a full refund.

Less than 2 weeks' notice incurs the full hire fee.

### TRANSFER & RESPONSIBILITY

Bookings are non-transferable.

Event organisers must ensure attendees have all necessary event details.

For full member benefits, visit:

[Member Benefits](#)

View our event space information:

[Event Spaces Brochure](#)

