



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 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.

EVENT CLEANING (70+ ATTENDEES)

For events with 70 or more participants, cleaning services are mandatory.

ACE CLEANING SERVICES

3 Hours is approx. £170 + GST.
Additional Hours: Charged at
£42.00/hour.

SERVICES INCLUDE

- Toilet servicing and supplies.
- Spillage and glass breakage cleanup.
- Rubbish removal.
- Event cleaning (e.g., washing up) and post-event tidy-up.

INVOICE

Payable directly to ACE Cleaning.

REPORTING ISSUES

NON-URGENT ISSUES

Email info@digital.je

URGENT ISSUES

Contact Vikki Speckleton on
07797 853773.

Emergencies: for fire, flooding,
or similar emergencies, contact
emergency services directly.

FIRST AID BOX

Located at the Hub Reception desk.



WI-FI AND PRESENTATION TOOLS

WI-FI ACCESS

Connect to the DJ_Event 2.4 network.
Password: DJhub24/7.

PRESENTATION SETUP

Airtime: Download the app (Airtime)
to enable wireless presentations.
HDMI Backup: Inform us if your device
cannot use Airtime.

SETUP REQUIREMENTS

Allocate 30 minutes before your
event for setup. Conduct an AV test
to ensure functionality.

PROJECTOR

Turn on manually (press power button
twice if necessary).

Connect via Airtime, there is no
hard-wire connection available in the
Presentation area so it is necessary
to carry out an AV test ahead of
your event.



Catering

ADDRESS FOR DELIVERIES

Digital Jersey Hub, Forum 3,
Grenville Street.

DELIVERY INSTRUCTIONS

- Deliver food at least 15 minutes before needed.
- Avoid ordering food containing nuts.
- Ensure caterers provide paper plates and napkins.

FACILITY LIMITATIONS

No ovens or large refrigeration space.
Ice is not provided.

A small fridge is available for limited items.

REFRESHMENTS

COMPLIMENTARY REFRESHMENTS INCLUDE

- Still/sparkling water (kitchen tap).
- Selection of teas and coffees (including decaf). Hot chocolate.

Note: For out-of-hours events, the organiser must learn how to operate the coffee machine.



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 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](#)

