Cardiff Innovations – Meeting Room Information

Meeting rooms are bookable within the Sbarc I Spark Building for office/lab and desk lease tenants, the details below provide information on each meeting room.

To book a **room** and **visitor parking,** please fill out the [Tenant Enquiry Form](#)

All rooms will be booked under our fair policy rule on a first come first serve basis.

Important information once your booking is made:

- **A representative must be available on the day to meet and greet visitors/delegates to escort to and from the room(s) booked. If the visitors are external to Cardiff University, they must be accompanied at all times.**
- **You must advise any visitors/delegates of the building protocol prior to arrival. This includes notifying them that they will not be able to access any areas, other than the public ones, until they are met by the host. Highlight if any fire tests are scheduled.**
- Please note that all rooms will be set up as Boardroom style. If a different layout is required, it is your responsibility to action this and return the room back to the original layout. The only exception is the 6.35 Function Space and 0.47 Event Space.
- If you need more details on the Hospitality and Catering Services, please email Milk & Sugar: spark@milkandsugarplease.com. Please note that at least 72 hours' notice is needed.
- Visitor parking request require 48 hours' notice. Driver's name and registration number is required for booking.
- Please allow time ahead of your event to check the IT facilities work as you need them to. The IT team based in the building may be available on hand during the event if you run into difficulties. If you have any specific IT requirements for your event, please ensure you highlight these when sending through your enquiry.
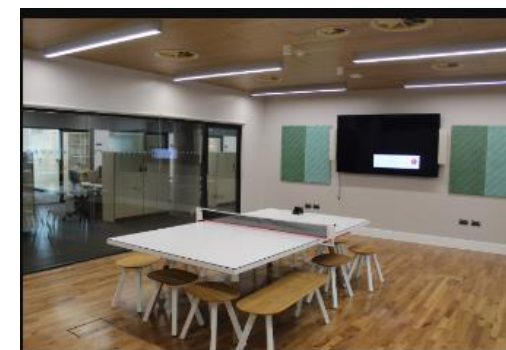
Room 0.17

|	
DESCRIPTION	Meeting Room
TYPE	Meeting Room
OCCUPANCY	15
FLOOR	Ground Floor
EQUIPMENT	Monitoring camera, Wireless video link, 86" Commercial Display, Column Loudspeaker, Two Channel amplifier, Button Panel controller with table mount, Wall-mounted presentation station, Video Over IP TX Device

Room 0.25

TYPE Meeting Room

OCCUPANCY 10

FLOOR Ground Floor

EQUIPMENT Wireless video link, 65" Commercial Display , Button Panel controller with table mount, USB 3 Front VC camera, Table extender microphone, USB 3 Extender Active Cable
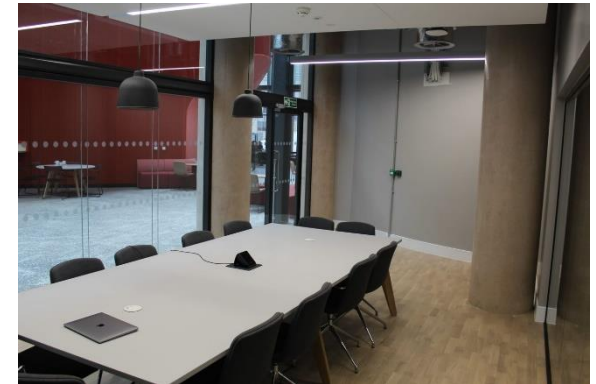
Room 0.47

TYPE Event Space

OCCUPANCY 90

FLOOR Ground Floor

EQUIPMENT Monitoring camera, 4K PTZ camera , NDI Receiver, Camera Wall mount, Drop down electric projection screen, Projection mount (Micro Adjustable Bracket), Wireless video link, Projection Lens, Projector, Lectern microphone, Clip on Microphone, Flexible Layout

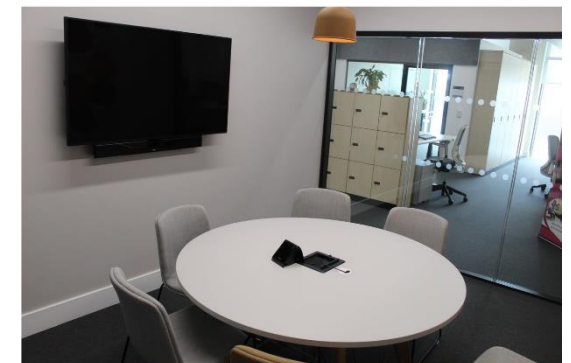*Charges will apply to this room. Details on page 8.

Room 1.12

TYPE Meeting Room

OCCUPANCY 6

FLOOR First Floor

EQUIPMENT Wireless video link, 43" Commercial Display, Tilting Wall mount for LCD Display (Small 32" - 55"), Button Panel controller with table mount, Site cables, lot, USB 3 Front VC camera, Table extender microphone, USB 3 Extender Active Cable
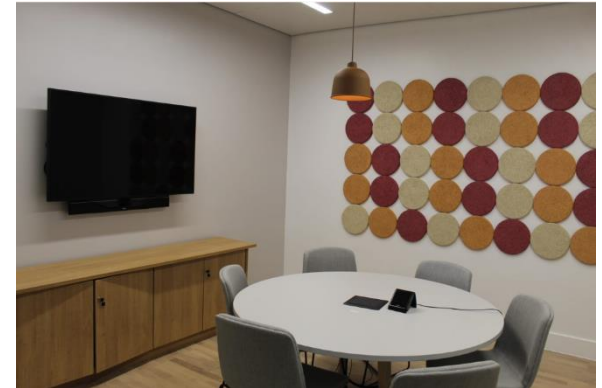
Room 1.24

TYPE **Meeting Room**

OCCUPANCY **6**

FLOOR **First Floor**

EQUIPMENT **Wireless video link, 55" Commercial Display, Button Panel controller with table mount, Video Over HDBT (DM Lite) Rx, Video Over HDBT (DM Lite) Tx, USB 3 Front VC camera, Table extender microphone, USB 3 Extender Active Cable**

Room 1.26

TYPE **Meeting Room**

OCCUPANCY **10**

FLOOR **First Floor**

EQUIPMENT **Wireless video link, 65" Commercial Display , Button Panel controller with table mount, USB 3 Front VC camera, Table extender microphone, USB 3 Extender Active Cable**

Room 1.34

TYPE **Seminar Room**

OCCUPANCY **24**

FLOOR **First Floor**

EQUIPMENT **Monitoring camera, Wireless video link, 86" Commercial Display, Column Loudspeaker, Two Channel amplifier, Button Panel controller with table mount, Wall-mounted presentation station, Flexible Layout**

Room 2.09

TYPE **Meeting Room**

OCCUPANCY **10**

FLOOR **Second Floor**

EQUIPMENT **Wireless video link, 65" Commercial Display , Button Panel controller with table mount, USB 3 Front VC camera, Table extender microphone, USB 3 Extender Active Cable**

Room 2.23

TYPE **Meeting Room**

OCCUPANCY **6**

FLOOR **Second Floor**

EQUIPMENT **Wireless video link, 43" Commercial Display, Button Panel controller with table mount, USB 3 Front VC camera, Table extender microphone, USB 3 Extender Active Cable**
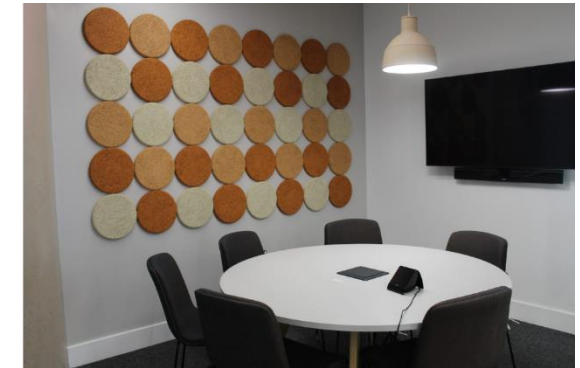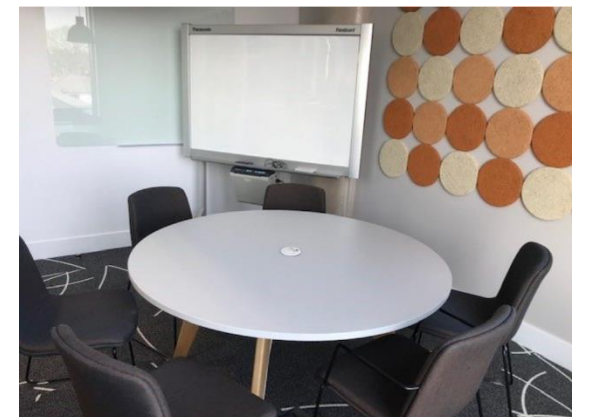

Room 2.24

TYPE **Meeting Room**

OCCUPANCY **6**

FLOOR **Second Floor**

EQUIPMENT **Flexible Layout**

Room 2.40

TYPE Seminar Room

OCCUPANCY 20

FLOOR Second Floor

EQUIPMENT Monitoring camera, Wireless video link, 24" Display, 86" Commercial Display, Ceiling loudspeaker, Two Channel amplifier, Button Panel controller with table mount, Video Over HDBT (DM Lite) Rx, Video Over HDBT (DM Lite) Tx, Portable Lectern with (rack space for PC), monitor swing arm and control panel housing, Flexible Layout
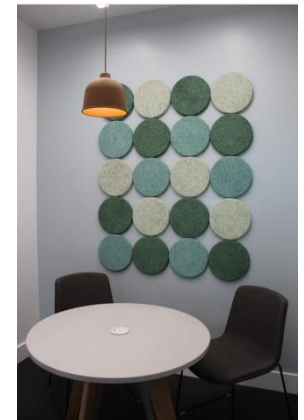
Room 3.21

TYPE Interview Room

OCCUPANCY 2

FLOOR Third Floor

EQUIPMENT

Room 3.26

TYPE Seminar Room

OCCUPANCY 24

FLOOR Third Floor

EQUIPMENT Monitoring camera, Wireless video link, 86" Commercial Display, Column Loudspeaker, Two Channel amplifier, Button Panel controller with table mount, Wall-mounted presentation station, Flexible Layout

Room 3.33

TYPE **Meeting Room**

OCCUPANCY **6**

FLOOR **Third Floor**

EQUIPMENT **Wireless video link, 55" Commercial Display, Button Panel controller with table mount, Video Over HDBT (DM Lite) Rx, Video Over HDBT (DM Lite) Tx, USB 3 Front VC camera, Table extender microphone, USB 3 Extender Active Cable**

Room 6.22

TYPE

OCCUPANCY **6**

FLOOR

EQUIPMENT **Wireless video link, 55" Commercial Display, Button Panel controller with table mount, USB 3 Front VC camera, Table extender microphone, USB 3 Extender Active Cable**

Room 6.35

TYPE **Function Space**

OCCUPANCY **30**

FLOOR

EQUIPMENT **Monitoring camera, 4K PTZ camera , Wireless video link, 86" Commercial Display, Lectern microphone, Audio input device, Audio DSP, Power amplifier (4 Ch), Audio DSP Expander, Clip on Microphone, USB 3.0 Switch, 7-inch control touch panel with table mount, Control Processor, Video Over IP TX Device, Video Over IP TX/RX, Video Over IP RX Device, USB 3 Extender kit, Video Capture device 4K to USB 3.0 + Audio Embedding and monitoring, Flexible Layout**

*Charges will apply to this room. Details on page 8.

Room 6.38

TYPE **Board Room**

OCCUPANCY **10**

FLOOR

EQUIPMENT Monitoring camera, Wireless video link, 65" Commercial Display , Fixed Camera , Ceiling loudspeaker, Column Loudspeaker, USB 3.0 Switch, 7-inch control touch panel with table mount, Video Over HDBT (DM Lite) Rx, Video Over HDBT (DM Lite) Tx, Video Over IP TX/RX, USB 3 Extender kit, Video Capture device 4K to USB 3.0 + Audio Embedding and monitoring

Cardiff Innovations - Event & Function Room Charges and Information
Event Space | Function Space | Board Room

Cardiff Innovation tenants have access to a range of meeting rooms throughout the sbarc|spark building which are included in their tenancy. Sbarc|spark has three additional spaces which are available to hire at an extra cost.

Ground Floor Event Space (Room 0.47)
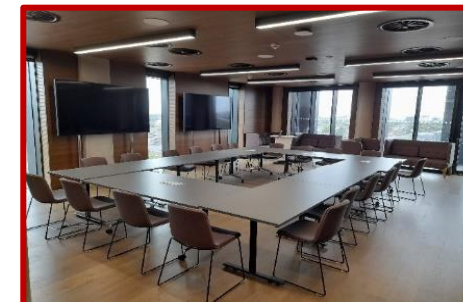Capacity: 90 lecture style, 42 cabaret style, 24 meeting room/board room style.

Cost per morning/afternoon/evening	Cost per full day (Morn/afternoon)	Tenant 50% discount applied
£352 +VAT	£704 +VAT	£176 + VAT – part day £352 +VAT – full day

Function Space (Room 06.35)
Capacity: 35 lecture style, 30 cabaret style and 24 meeting room/board room style.

Cost per morning/afternoon/evening	Cost per full day (Morn/afternoon)	Tenant 50% discount applied
£117.50 +VAT	£235 +VAT	£58.75 +VAT – part day £117.50 +VAT – full day

Board Room (Room 06.38)
Capacity: 10-12 and can only be laid out in boardroom style.

Cost per morning/afternoon/evening	Cost per full day (Morn/afternoon)	Tenant 50% discount applied
£86 +VAT	£172 +VAT	£43 +VAT - part day £86 +VAT – full day

Function Space (Room 06.35) & Board Room (Room 06.38)
Capacity: 42 cabaret style and 28 board room style.

Cost per morning/afternoon/evening	Cost per full day (Morn/afternoon)	Tenant 50% discount applied
£203.5 +VAT	£406.50 +VAT	£101.75 +VAT - part day £203.50 +VAT – full day

Annual Offer:

Office/Lab Tenants
Get 1 full day or equivalent per annum using hirable spaces free-of-charge
And then 50% discount thereafter

Dedicated desk tenants
Get 0.5 days one off
And 50% discount thereafter

Booking: If you would like to book any of the chargeable rooms, please fill out the Tenant Enquiry Form so the team can check availability:

In the additional comments section, please ensure to include:
- Event Title:
- Event details:
- Is catering required:
- Room layout requirements:

Once your booking has been accepted, you will be notified. Should you have any specific requirements in relation to room layout, you will be connected with the building support team to organise further.

Room Layout
The building support team can be booked to assist with event / room set up. There are a range of ways you can use the spaces. It's preferable to give minimum of 2 weeks' notice of your requirements so they can schedule in the support for you.

Conferences Services
If you require support producing event leaflets, badges, lanyards, and participant packs/bags, this can be organised directly through the conference and events team who will provide a cost and manage. Please email conference@cardiff.ac.uk

Out of hours requests

The 'Out of Hours' rate to keep the building open is £21.06* per hour + VAT. Out of hours refers to timings outside normal business as usual opening hours (08:00 – 18:00 Mon – Fri, except for public holidays).   Out of hours requests will be considered depending on available resource to secure the building. Availability of the out of hours security resource will need to be checked before booking can be confirmed.

*This cost is subject in increase depending on what team is available to provide the out of hours security service.

IT support

Please allow time ahead of your event to check the IT facilities work as you need them to. The IT team based in the building may be available on hand during the event if you run into difficulties. If you have any specific IT requirements for your event, please ensure you highlight these when sending through your enquiry.

If you require technical support throughout the duration of your event, such as an AV Technician, there will be an additional charge for this, and this can be organised through conference@cardiff.ac.uk.

Catering

Catering for the sbarc I spark building is provided by Milk and Sugar. If you have catering requirements for your booking, please email spark@milkandsugarplease.com. Please note that at least 72 hours' notice is needed.

Other Information

Payment

Your invoice will be issued by the conference service team. This will include the cost to hire the space, and any agreed charges for additional services.

Visitors

A representative must be available on the day to meet and greet visitors/delegates to escort to and from the room(s) booked. If the visitors are external to Cardiff University, they must be accompanied at all times.

You must advise any visitors/delegates of the building protocol prior to arrival. This includes notifying them that they will not be able to access any areas, other than the public ones, until they are met by the host. Highlight if any fire tests are scheduled.

Visitor Parking

The University encourages active travel but if your visitors may require car parking (up to 5 spaces), please request this via the Tenant Enquiry Form. (48hours notice is required).

If you have any questions or would like to discuss the plans for your event, please contact your Cardiff Innovations support team.

sbarcinnovations@cardiff.ac.uk