

John Lewis

Leeds Community Hub



About the Hub

- Our Community Hub is available to use completely free of charge
- The Hub is available to charities, community groups and good causes
- It can be used for meetings, workshops, drop in sessions and exhibitions
- It is located on the 4th floor of John Lewis Leeds, next to the Haberdashery department and the Place to Eat restaurant
- There are lifts to the 4th floor and the Hub is accessible to wheel chair users

Availability and Capacity

- You can access the Hub from 9.30am Monday- Friday, 9am on Saturday and 10.30am on Sunday
- The Hub should be vacated 15 minutes before the store closes. This means 6.45pm Monday- Saturday and 4.45pm on Sunday
- There is no limit to how many times you can book the Community Hub
- The Hub can seat 16 people in a boardroom setting or 20 in group tables

Booking Process

- Please email clc.leeds@johnlewis.co.uk for booking enquiries
- You will be asked to complete a booking request form
- After availability has been checked, you will receive confirmation of your booking
- If you need to cancel your booking, please give as much notice as possible so we can make the Hub available to another group
- Please do your best to arrive and leave promptly as we often have more than one booking per day
- The Hub is not locked therefore on arrival you can go straight in. You do not need to sign in

Facilities

- The Hub is not locked therefore on arrival you can go straight in. You do not need to sign in
- There is free Wifi in the Hub and no password is required
- The Hub does not have a projector, flipchart or screen. There are plenty of power sources to plug in your own equipment. There is a plain white wall which can be used to project onto
- You can purchase food and drink from the Place to Eat restaurant and take this into the Hub. Please make sure you return any crockery and dispose of any rubbish;
- You may also bring your own refreshments however please ensure you leave the Hub clean and tidy when you leave