

WELCOME
TO YOUR NEW
WORKSPACE.



RUME2

Welcome to

Rume2!

We are over the moon that you've decided to choose Rume2 as your workspace community and we are super excited to welcome you to the family. Our priority is to provide space2 work, grow, innovate, network, learn, think & share. We look forward to giving you the space and support to improve your day-to-day working lives and hopefully ensure you have some fun along the way and meet some inspiring people.

The journey begins here with all the bits you need to know.....

Facilities.

Now that you're a member, please make yourself at home! We have the following facilities for you to use:

- Fully equipped kitchen with coffee machine, microwave, dishwasher and Quooker tap to make hot drinks straight from the tap
- A selection of teas and coffee
- Two phone booths to make those all-important private calls
- Booth seating, breakfast bar and soft furnished breakout area
- Lockers for dedicated desk members
- A lovely hot shower on the 1st floor
- Printer situated in the entrance corridor of Rume2

Remember that you are sharing your workspace with others, so please respect your fellow members by keeping your space clean and tidying up after yourselves. Once you've finished with your crockery please leave it either in the dishwasher or by the sink and the washing up fairies will work their magic.

We also provide chilled background music for the entire workspace that we hope you will enjoy!

For dedicated desk members.

You will be given a fob for access to the building 24/7. Located near the meeting rooms is a personal locker for belongings, which you will be allocated during your induction. We would like to highlight that you will be responsible for your own belongings, our insurance does not cover our member's equipment or personal effects.

Any guests you have for meeting room bookings are required to sign into the visitor's book with Rume2 management at the dedicated desk area.

You will be provided with the WiFi code.

For hot desk members.

24/7 hot desk members will be given a fob.

For other hot desk members opening hours are 8am – 6pm Monday to Friday. Please buzz the intercom to gain access to the building. You are welcome to use any hot desking area which includes, the hot desks, the booth seating, breakfast bar and soft furnished area.

Once you have booked your monthly hours through the Optix app, please ensure you reserve your hot desk space prior to coming in, these hours will automatically be deducted from your monthly allocation.

Any guests you have for meeting room bookings are required to sign into the visitor's book with Rume2 management at the dedicated desk area.

You will be provided with the WiFi code.

Parking.

If you are travelling by car the following car parks are available a short walk away:

- [The Woolstaplers Car Park](#) – 2 minute walk
- [St.Cyriacs Car Park](#) – 3 minute walk
- [Northgate Car Park](#) – 5 minute walk

If you are travelling by bike then you can use the racks situated in front of the art shop Coln Gallery on North Street. Rume2 will have their own bike rack soon, watch this space!

Shops and cafes.

As we are located in the heart of Chichester's city centre there are numerous shops, cafés and restaurants around. A big part of our ethos is supporting our local independent businesses we are busy creating a lovely list of local businesses offering discounts to our members if you show your app or have the unique code:

Rume2 Limited
Suite 4, Sussex House
12 Crane Street
PO19 1LJ
Company number: 11257633



We have the following so far....

- [The Lunchbox](#) – offering 10% off food when you flash the app
- [Little Botanical](#) – 15% off with code RUME215
- [Luckes](#) – double loyalty card stamps when you purchase something so you get a free coffee or juice every 5 instead of 10 purchases
- [Stephen Lawrence ladieswear](#) – 10% off when you flash the app instore
- [Chichester Web](#) - 15% discount on any listing packages, just quote Rume2
- [The Pass](#) – 10% off vouchers in the office
- [Sit & Sip](#) - after work drinks offer, every week, Local Gin Sips are £5 each from 4-7pm, Monday-Friday, just show your app at the bar
- [Roscoe Hair](#) - 10% discount card, please ask Rume2 management for a card
- [Common Grounds](#) - 10% discount when you flash the app
- [Urban Blackbird](#) - 10% off labour for any carpentry needs
- [The Collective Chichester](#) – 10% off membership with code 'rume2twenty'
- [Secret Linen Store](#) – 15% off with code RUME22019

Meeting room booking.

We have one room available to book by the hour.

Board room – (rume2conference)

Suitable for up to 12 people

- Superfast WiFi
- Large Screen
- Refreshments from local suppliers available

By the hour - £20 + VAT with 15% discount for members

You can book the conference room via the Optix app using the 'Book a room' function.

If you would like to explore catering options please talk to Rume2 management.

Please ensure you tidy up after yourselves and remove any dirty crockery and belongings ready for the next meeting.

Events & workshop booking.

At Rume2 our vision isn't just to provide desk space, it's to create a coworking community of people who can help each other WORK.TALK.GROW.

As part of this vision we have been working hard to put together a varied program of events & workshops for our members to take part in. From Monday motivational breakfasts or lunchtime creative sessions, to advice sessions from business experts or successful entrepreneurs telling their inspirational stories.

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Whether you want to learn from others, take time out to learn a new skill, or just chat with like-minded people, we have something for everyone.

You can book onto the events and workshops via the Optix community board where we will share the calendar of events with ticket links to book your place. If you are unable to attend please do let us know at hello@rume2 so we can offer your place to someone else.

If you would like to run an event or workshop then please contact Lucy at lucy@rume2.co.uk

Contact us.

Rume2 Management

If you have any questions for the Rume2 management team then please contact us through the Optix app or alternatively grab us for a chat, here is a plan of who will be available during the week:

Mondays: Rosie & Birdie

Tuesdays: Lucy (Morning) Rosie & Birdie (afternoon) Libby (all day)

Wednesdays: Lucy

Thursdays: Lucy (Morning) Rosie & Birdie (afternoon) Libby (all day)

Fridays: Lucy, Rosie & Birdie

Emergency number: 07467438900

We hope you settle in well and that you love the space and your new way of working!