



Welcome to Newtons of Bury

You'll find information in this pack on the following:

- o Welcoming guests
- o WIFI password
- o Tables and chairs
- o TV equipment and manual
- o Flipchart, pens, pads and supplies
- o Toilets
- o Heating
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Welcoming Guests

The space runs in a self-sufficient manner, so there are no staff in the space, to make sure your guests know what to do when they arrive.

Meet Them at The Front Door

We use the KISI app to secure our front doors at Newtons.

Your guests won't have access so you will need to make arrangements with them so they can let you know when they have arrived.

Remember to let them know what to do.

Welcoming Guests Cont.



Come Straight Through

If you have an event at Newtons (more than 4 people), usually in the Event Space, KISI will unlock the front doors so it is easier for your guests to come and go.

Let them know they can come straight through, so they don't get stuck.

Other Things to Know

The main front doors at Newtons are secured with the KISI app, please do not leave the front doors ajar at any time, if they are left ajar an alarm will sound.



WIFI

Ground Floor Wifi (Front Space):

Newton's Co-working

PW: co-workingisc00l

Newton's Coach House (Gym):

The Coach House

PW: coach#house

Cellar Floor WiFi:

Newton's Cellar

PW: co-workingisc00l

Kitchen Space Ground Floor

Ground Floor Office Back

PW: Newton#ground#offices

Newton Event Space

PW: newtons#event

Middle Room Co-working

PW: co-workingisc00l



Table and Chairs

Our event space and meeting rooms have a pre-set layout which you can find on their descriptions.

Tablecloth

Want a more finished look in the Event Space? We store the tablecloth in the TV cabinet to keep it clean when not in use, help yourself to it.

Tables

Like our space, the tables are flexible. Move them where you like to make the space your own. The tables in the event space have collapsible legs which will fold so you can move the tables out of the way completely.

Extra Chairs

Need extra seating? Help yourself to the chairs in the space, these can be on the ground floor or in the cellar, if you could pop these back afterwards that would be a great help.



TV Equipment and Manual

Event Space

The TV can be positioned anywhere in the room depending on what you need.

You'll find the following connections behind the TV:

VGA, HDMI, Audio Cable, Apple TV

The extension cable can be found in the TV cabinet if you move the TV away from a plug.

Need the manual? You'll find a copy of the TV manual in this folder if you need extra help.

The Bunker

You'll find the following connections behind the TV:

HDMI

Use the buttons on the side of the TV to make your selections.

**REPLACE ME
WITH TV
MANUAL(S) AND
OTHER MANUALS
IF APPLICABLE**

Flipchart, Pens, Pads and Supplies



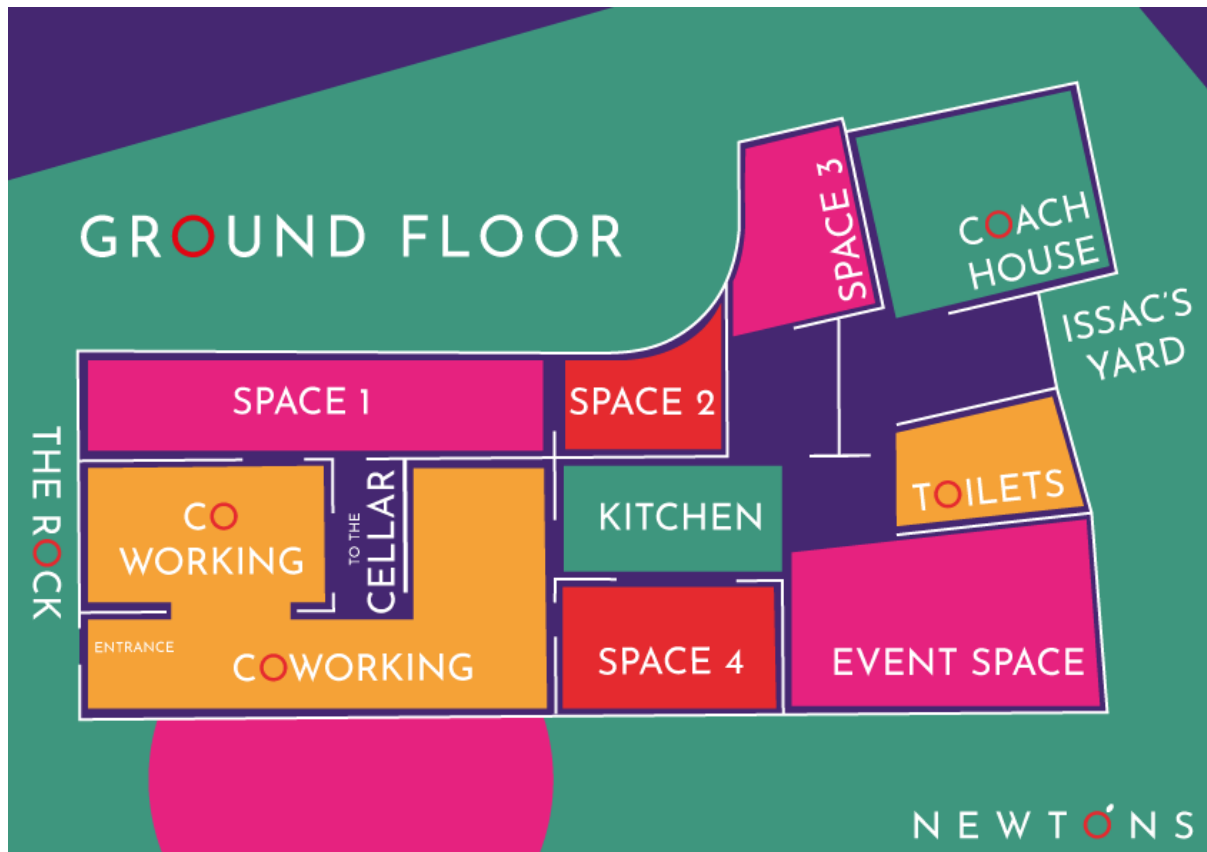
You'll find extra equipment you need in the cellar, specifically under the cellar steps.

- Flipcharts
- Whiteboards
- Flipchart paper
- Permanent markers
- Whiteboard markers
- Pads
- Pens
- Promotion equipment (pull up stands etc)

If you head down the cellar steps, turn right and right again you'll see everything you may need.

Anything you don't need just pop back here when you're done.

Flipchart, Pens, Pads and Supplies

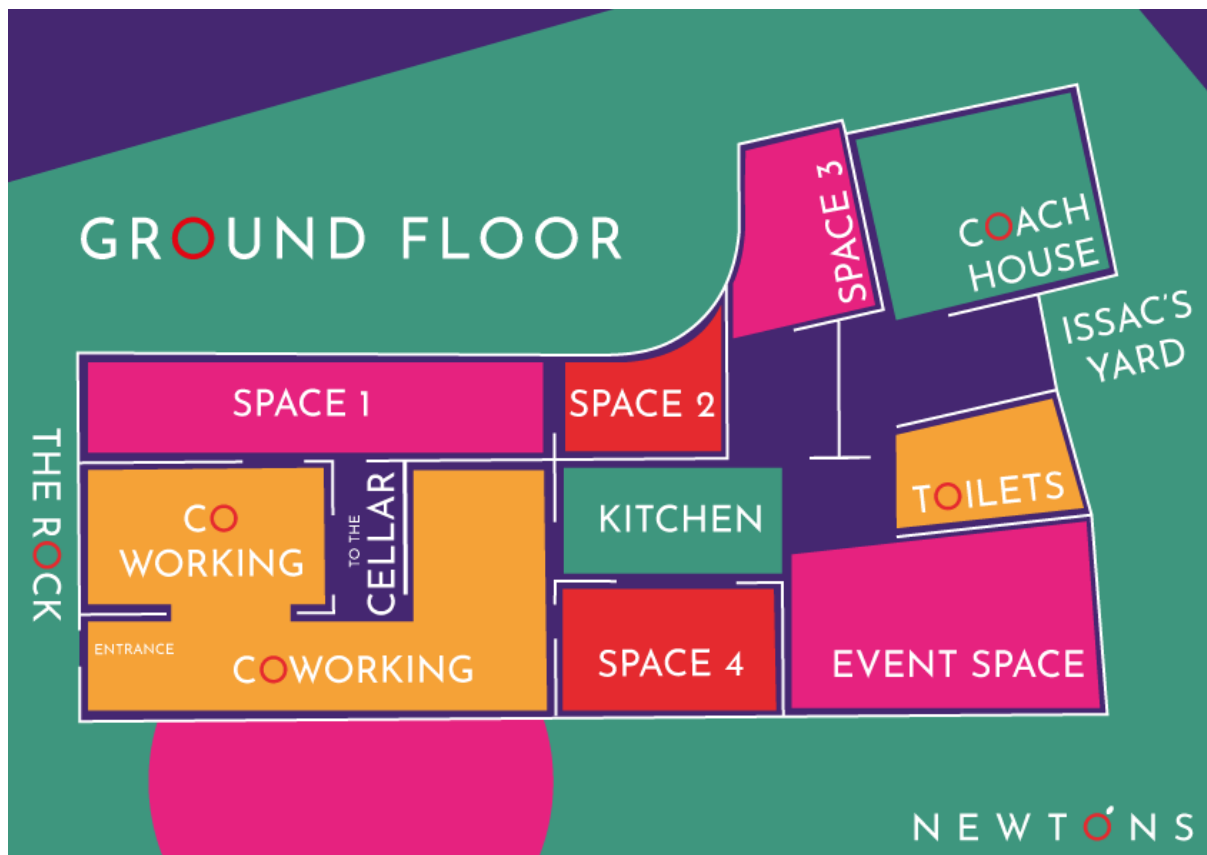


THE CELLAR



Toilets

You'll find the unisex toilet and disabled toilet on the ground floor at the rear of the building.





Heating

The heating is always on at Newtons keeping the spaces at a set temperature 24-hours a day.

You can adjust the temperature of the event space and meeting space by turning the radiator valves up or down depending on your comfort level.



Shared Kitchen

The whole space benefits from a large shared kitchen. We will keep this area topped up for you so please help yourself!

Everything in the kitchen is for consumption so don't feel awkward, jump in! Help yourself to the range of teas, coffee, cake and fruit.

Self Clean Space

All we ask is that you respect the space, keep it tidy for other coworkers and make full use of the dishwasher (not the sink).

If the dishwasher is on, you'll have to revert to washing up.

Just leave your items on the drying rack to dry and we will put them away.

Other Places To Eat



- Rozzy's - Asian fusion café, just next door
- Bake and Take - along the central street in The Rock
- Ground Up - great coffee and other provisions
- Barista - great food selection, local business
- Bloom - coffee bar and food
- Tompsons - traditional fish and chips



In An Emergency

In the event of an emergency please contact **0161 764 1863**

**REPLACE ME
WITH THE FIRE
SAFETY
PROCEDURE**



How To Videos

The space runs in a self-sufficient manner, so there are no staff in the space. To help with anything tricky we have put together a range of *how to* videos that you can watch.

1. Visit www.newtonscowo.com
2. Find **How To** on our main menu, top right of the screen
3. Click on **How To Guides** from the drop down menu
4. Range of videos available on this page
5. Watch and enjoy



Problems

If you need help with any aspect of the space, please call **0161 764 1863**



After You're Done

Newton's is a staffless space, so make the rooms your own, move furniture, use everything you need and after you're done, it would be a great help to reset the space as you found it for the next customer.

Likes and Dislikes

After you are all finished, we welcome any opportunity for feedback and review.

You can email any comments to hello@newtonscowo.com

We welcome any review on Facebook and Google!

Thank you for using Newton's