

# GENERAL INFORMATION

## Rooms Price List

Room	C3		C8/9		C8		C9		C11		C12		C13		C19		C20		C21		C29/30		C31/32		C33		C4/35		C6/34		
	Number	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Cinema	60	60	100	160	250	65	100	60	70	40	60	30	40	30	40	25	40	15	25	15	30	20	40	20	40	--	--	30	40	30	50
Conference	--	--	--	--	--	--	--	--	--	25	35	20	30	20	30	20	28	12	16	15	20	15	25	15	25	10	14	20	30	20	30
U Shape Table	25	30	--	--	25	35	25	30	20	25	18	25	18	25	15	20	10	14	10	16	15	20	15	20	--	--	20	25	20	25	
Circle of Chairs	30	40	--	--	30	40	30	40	20	30	18	25	20	25	20	35	10	15	15	20	20	25	20	25	--	--	20	30	20	30	
Hollow Square	30	40	--	--	35	40	35	40	20	36	20	30	20	30	15	24	10	14	10	20	16	20	16	20	--	--	20	25	20	30	
Cabaret	40	80	90	150 15 tables of 10	50	80 8 tables of 10	45	70 7 tables of 10	25	40	20	30	20	30	20	30	--	--	15	24	15	25	15	25	--	--	20	30	20	30	
Rate	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full	
	£600	£1,200	£1,400	£2,800	£800	£1,600	£600	£1,200	£360	£720	£300	£600	£300	£600	£240	£480	£192	£384	£240	£480	£300	£600	£300	£600	£200	£400	£300	£600	£300	£600	
Buffet Room/Area	£100		£100		£100		£100		£100		£100		£100		£100		£100		£100		£100		£100		£100		£100		£100		
Syndicate Room	£600.00		n/a		£600		£600		£250.00		£250.00		£250.00		£250.00		£250.00		£250.00		£250.00		£250.00		£250.00		£250.00		£250.00		

### Opening Times

Access to the Conference Centre is between 08:00hrs to 18:00hrs. Should you require access outside of these hours (5) five working days' notice prior to the event should be given in writing to the roombookings team. Please note that additional charges may apply.

### Accessible Facilities

There is DAG access into the Conference Centre reception. We have two lifts with direct access to the Conference rooms. All Conference rooms are on one level with double doors into each room.

In our two main rooms we have a ramp for clients wanting to access the main stage area.

The Centre needs to be able to evacuate all delegates, regardless of circumstances. The event hosts are therefore required to advise the Centre of any known delegates who may require assistance in that regards by e-mailing [roombookings@beis.gov.uk](mailto:roombookings@beis.gov.uk)

The Conference Centre has one accessible toilet on the basement level.

### Deliveries

All parcels for events will only be accepted two days prior to your event, parcels weighing more than 2kg will not be accepted. Anything left after your event will be stored for up to (2) two weeks and then disposed of. Any items been collected via courier should be labelled appropriately and the Conference Centre informed.

## **Audio-Visual Services**

We have an in house AV Technician who can assist with all AV requirements on site. All our meeting rooms have either a ceiling mounted projector or a plasma screen with fitted screen.

Our main Conference suites C8/9 and C3 all have audio visual built in and includes a built in stage, top table microphones on a fixed top table, fixed lectern on the stage with a lectern microphone, one hand held microphone and one lapel microphone. Any additional microphones can be provided at an additional cost.

Both suites have repeater screen at the back of the room.

Please note we do not allow access to any technical areas we do not supply adaptors or support any apple Mac equipment.

## **Car Parking**

We do not have car parking for long staying guest on site. For external guests or for loading/unloading purposes all details of the vehicle's and staff delivering the items, need to be e-mailed to the roombookings team two weeks prior to the event, they also need to be escorted by a BEIS host.

### **Car parking near 1 Victoria Street can be found at:**

Q-Parks, Abbindon Street, London SW1	0207 222 8621
National Car Park, Semley Place London SW1	0845 080 7080

## **Fire Precautions**

Our fire assembly point is outside Westminster Abbey, on the North Green, a tannoy system will sound and alert you should we need to evacuate. The emergency telephone number for this building is 0207 215 0000.

## **First Aid**

There is a fully equipped First Aid room on the lower ground floor, should you require first aid please call: 0207 215 5200 or 0207 215 5199. A key to access the First Aid Room is held at the buildings main reception.

## **Furniture Arrangements and Exhibitions Layouts**

Clients are reminded of the contractual obligation to submit their detailed furniture arrangements and layouts to the Conference Centre (5) five working days prior to your event.

### **Lifts**

We have two main lifts which lead you from the Conference Centre reception to the Conference Centre.

**Our Lift sizes are:** 1.9m in width

1.5m Doors

2m in height

**Loading Bay Goods Lift:** 2.2m in width

1.3m Doors

Height 2m

### **Tables**

We have round and rectangular tables when booking please specify which lay-out you require and which tables you would prefer, this would depend on the size of the room and the amount of people in each room.

#### **Table sizes are:**

Large rectangular tables are 6ft x 2ft

Small rectangular tables are 5ft x 2.6ft

Large round tables are 5ft wide.

Occasional coffee tables are 2ft x 1.5ft rectangular in shape.

### **Stage**

Both our main suites have fixed stages in them with fixed top tables.

Sizes are as follows:

**C8/9** Stage: Width 2.4m & Length 10.55m

Lectern: 1.2m in length / Curved 1.3m

**C3** Stage: 2.3 in width & 10.65 in width

Lectern: 1.2m in length /1.3m

### **Restaurant Opening Times:**

**We have a restaurant on site and all food is prepared on site daily.**

Breakfast: 8:30am – 10:30am

Lunch: 12:00pm – 14:00pm

Coffee Shop: 08:00am – 16:00pm

### **Catering**

Baxter Storey are our nominated suppliers, the hospitality brochure can be viewed at [www.1victoriastreet.co.uk](http://www.1victoriastreet.co.uk). No external caterers or food/drinks are permitted in the building.

### **NOISE**

It is with regret that we do not allow music or loud noise in the Conference Centre due to the nature of our learning and meeting environment.

### **Signage / Photographs / Filming**

All additional signage in the Conference Centre must be authorised five (5) working days prior to the event and must not damage any property or furnishing of the Conference Centre, only white tack can be used in the Conference Centre. Signage is not permitted in public areas.

If you wish to take Photographs or film any of the events you must seek permission from BEIS Press office first (BEIS Communications Department).

## **Waste**

Clients are responsible for the clearance of their own rubbish and other waste materials from the building and at the end of the Event. In the event that this needs to be undertaken by the Conference Centre and additional charge will be applied.

## **Sustainability**

1 Victoria Street and Baxter Storey are continuously striving to improve and achieve better practices to improve its business to protect the natural environment by minimising waste and using naturally sourced products where possible.

## **Security**

The Conference Centre reserves the right to refuse the entry of any person who is not on the guest list.

All visitors must wear a security badge issued by the Conference reception.

## **Smoking**

1 Victoria Street is a no-smoking building and no smoking is permitted, you may smoke outside the main entrance of 1 Victoria Street.

## **Registration and Delegate names**

For conferences and meetings over 45 delegates we require a separate registration desk in our Conference reception to be manned by the host or someone representing the event. Stickers cannot be placed on the plastic pouch, however it can be placed on the paper insert of the name badge.

For security reasons whilst registering guest at the main reception, name badges cannot be displayed in such a way that names can be viewed by other delegates.

Name badges are 9cm wide and 8cm in length.

We require a full delegate list five (5) working days prior to your event in Excel format.

## **Local Hotels**

### **Crown Plaza Hotel – St. James**

45-51 Buckingham Gate, London, SW1E 6AF, 0207 834 6655

## The Grosvenor Hotel

101 Buckingham Place Road, SW1W OSJ London 0871 376 9038

## Local Restaurants

### The Goring Dining Room

The Goring, 15 Beeston Place, London, SW1W 0JW

0203 364 8327

### A.Wong (Chinese)

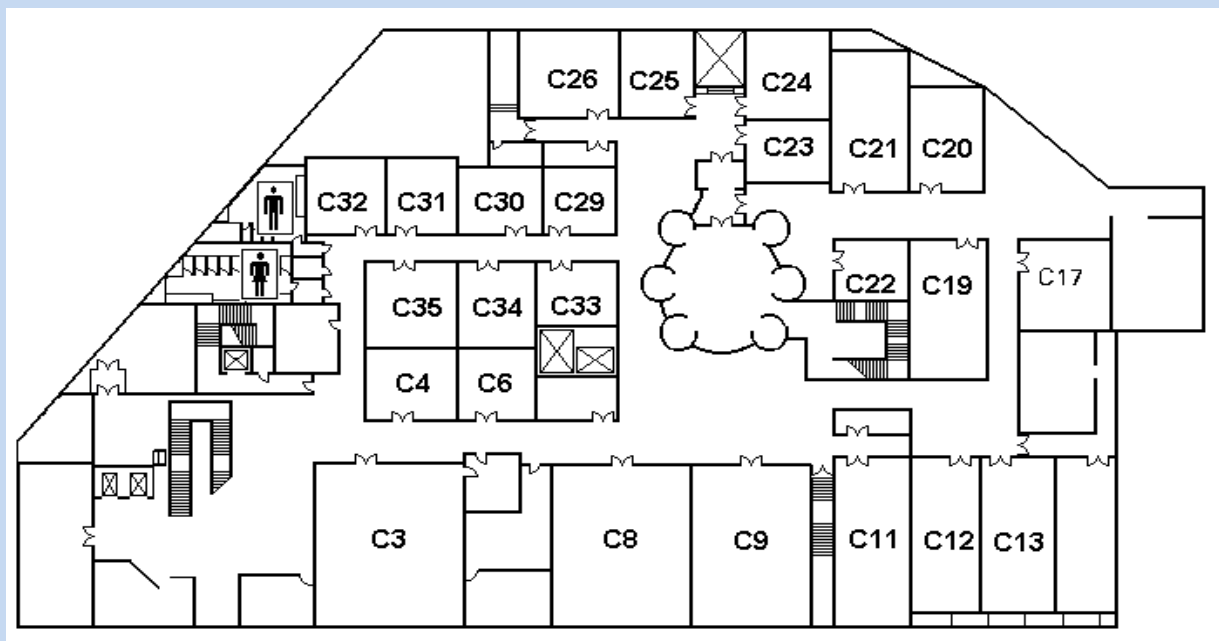
70 Wilton road, Victoria, London. SW1V 1DE

### Bella Italia (Italian)

152 Victoria St, London, London SW1E 5LB

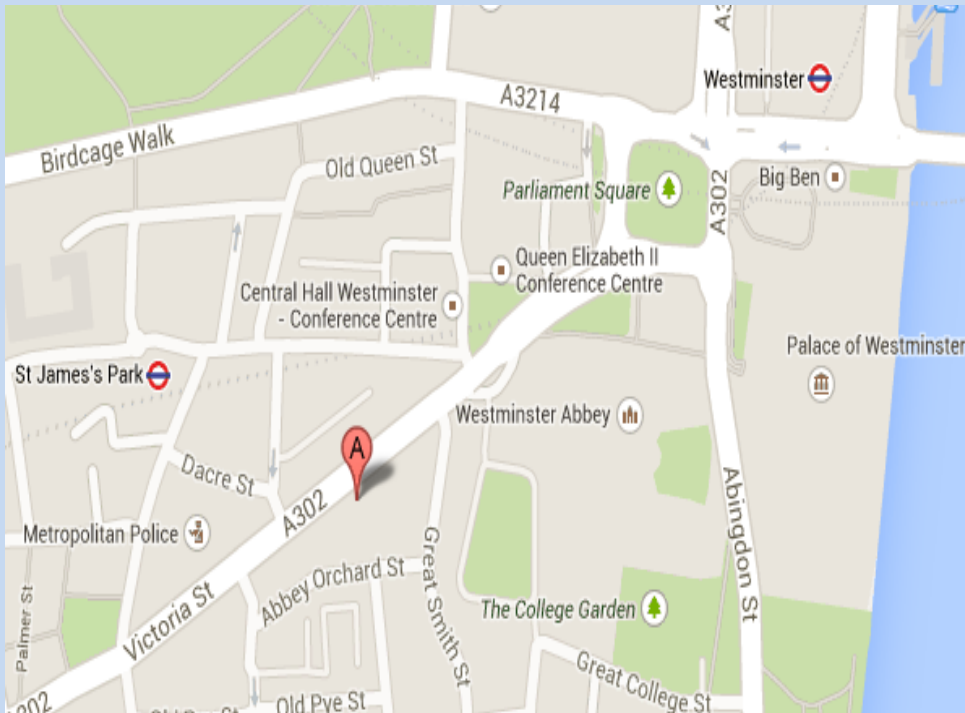
020 7828 7664

# Conference Centre Map



# Local Map & Directions

From ST. JAMES TUBE STATION: exit via the Scotland Yard Exit, cross the road into Darce Street then go left into Dean Farrar Cross Street. After that you are in Victoria Street, turn left and cross the street. We are on the opposite of the Victoria Street.



**BUS:** N<sup>os</sup> 11, 24, 148, 211 stop right in front of our building. Other bus routes pass nearby. Visit [Transport for London](https://www.tfl.gov.uk) for further information.

**UNDERGROUND:** 1 Victoria Street in walking distance of Victoria, St James' Park and Westminster stations. Check the [TFL](https://www.tfl.gov.uk) website to plan your journey.

**RAIL:** Victoria, Waterloo and Charring Cross stations are 10 to 20 minutes away by foot or by tube. Schedules on [National Rail](https://www.nationalrail.gov.uk) website.

**CAR:** Parking is available at sites in [Horseferry Road](#) and [Abingdon Street](#).



## **Contact Information**

Conference Team

1 Victoria Street, London, SW1H 0ET

Tel. +44 (0)20 7215 6789

E: [roombookings@beis.gov.uk](mailto:roombookings@beis.gov.uk)