

Venue hire



About us

The Building Centre, located in the Bloomsbury area of central London, is an excellent venue for a variety of events. Our seminar rooms, boardroom and galleries lend themselves to conferences, meetings, product launches, drinks receptions and sit down dinners.

The backdrop of architectural and design exhibitions acts as a changing canvas against which to hold any event and provides interesting surroundings, meaning no two events are ever the same.

The Building Centre exists to promote innovation in the built environment. First established in 1931, the organisation has since developed to become a not-for-profit dedicated to providing education, information and inspiration to all sectors of the built environment as well as the general public.

The seminar suites can accommodate up to 200 delegates and the galleries are available for receptions of up to 400. All spaces benefit from controllable lighting, air-conditioning, full HD ready video and audio facilities and free wifi throughout the centre.

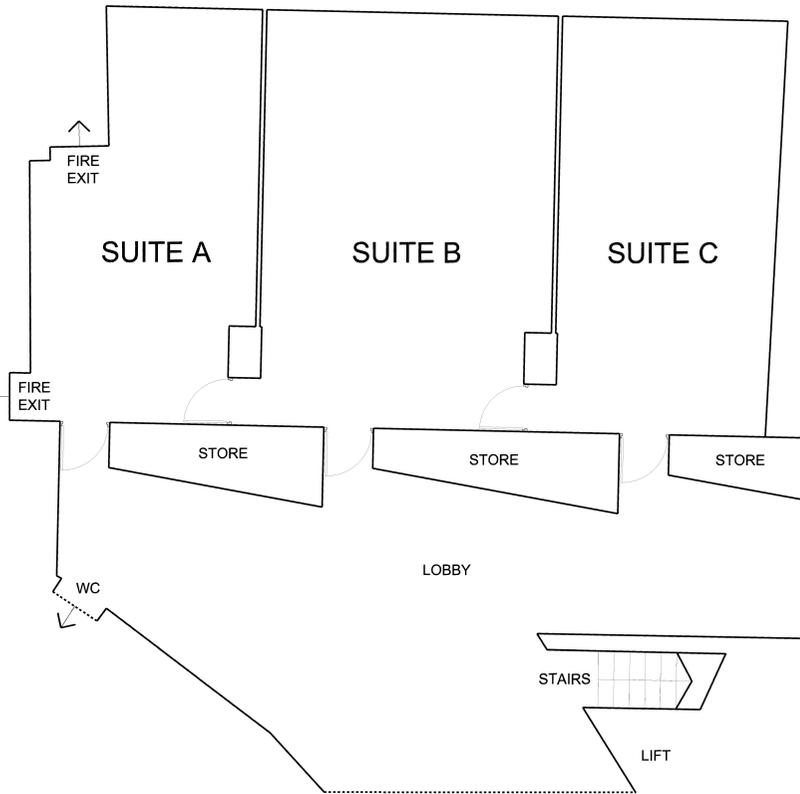
Our in-house catering partner provides breakfast, tea and coffee, gourmet sandwich platters or à la carte dining, according to your requirements. For more information, please contact us directly to request a menu.

Our friendly and efficient events team are on-site to assist you from initial enquiry through to support on the day of the event. We offer highly competitive half and full day room hire rates and all-inclusive day delegate rates.

Booking enquiries

Natalie Robbie / Anna Thompson
venuehire@buildingcentre.co.uk
020 7692 6207

Vincent Suites

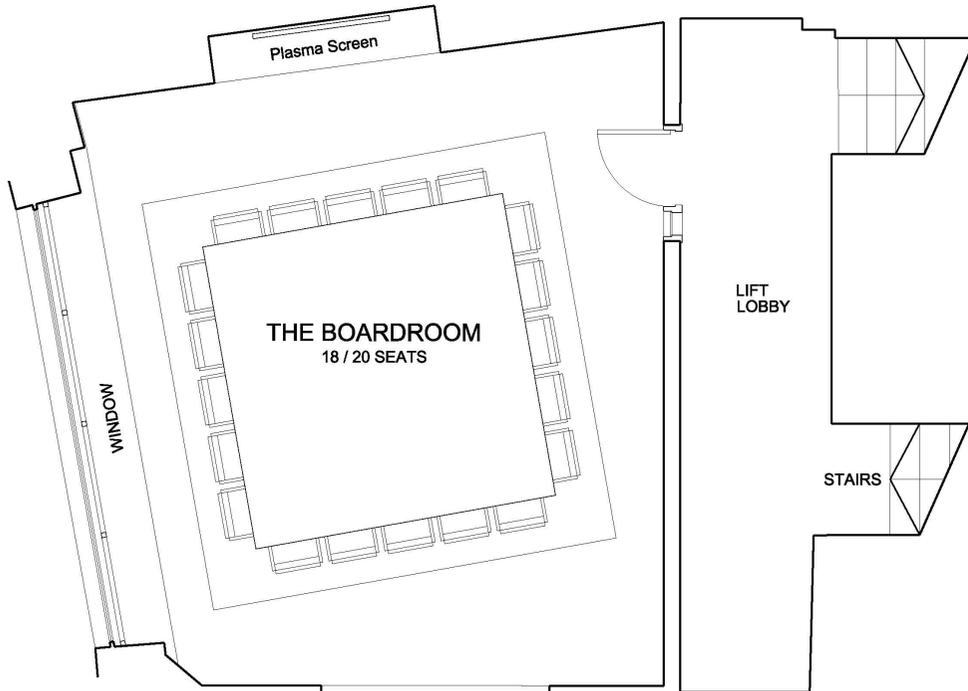


CAPACITIES AND COSTS					
All prices exclude VAT					
Seminar	Theatre	Boardroom	Half-day	Full-day	Evening
A	40	18	£350	£600	£500
B	80	28	£500	£800	£650
C	60	24	£450	£750	£600
A+B	110	32	£650	£1,100	£800
B+C	120	36	£750	£1,300	£900
A+B+C	200	40	£1,000	£1,600	£1,150

- Full-day 9.00am - 5.00pm
- Half-day 9.00am - 12.30pm
or 1.00pm - 5.00pm
- Evenings 6.00pm - 9.00pm

Alternative times available on request
Security included in evening hire

The Boardroom



CAPACITIES AND COSTS

All prices exclude VAT

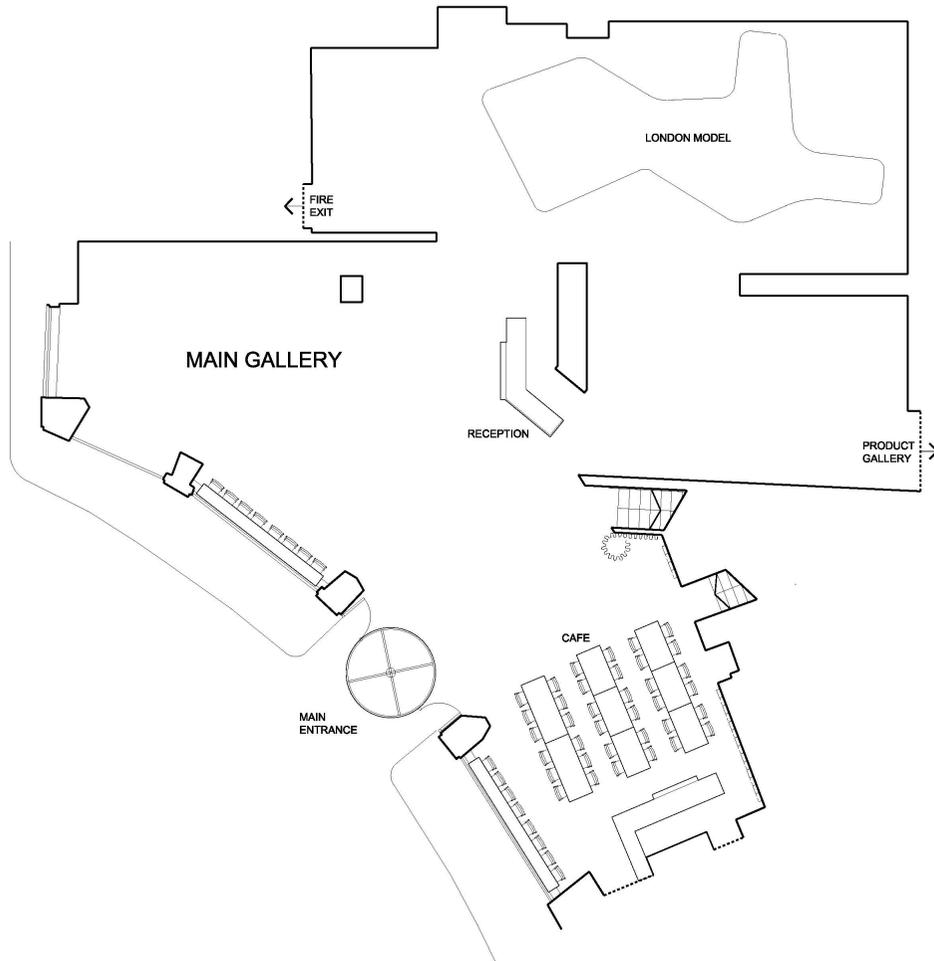
No. of delegates	Half-day	Full-day	Evening
20	£475	£850	£575

- Full-day 9.00am - 6.00pm
- Half-day 9.00am - 1.00pm or 2.00pm - 6.00pm
- Evenings 6.00pm - 9.00pm

Alternative times available on request

Security included in evening hire

Galleries



CAPACITIES AND COSTS	
All prices exclude VAT	
No. of delegates	Evening (6.30pm - 9.30pm)
50 - 400	£2,000

Evening hire rates include security.

Equipment hire

EQUIPMENT	PRICE
Projector & laptop	(Half-day / Full-day) £150 / £200
Presenter remote	Free
Standard Lectern x 1	Free
Flip chart with pen and 1 x iPad	£15
Video recording (with edited recording) with live streaming	£825
Video recording (with non-edited recording) with live streaming	£625
Audio recording	(Half-day / Full-day) £75 / £100
Gobo projector - Main Gallery only (projected image - price on application)	£100
Staging to seat up to 8 persons (alternative staging can be hired according to requirements)	£50
PROJECTOR AND PA SYSTEM PACKAGE	
Vincent Suites - includes projector and laptop, presenter remote, microphone x 1, dedicated technician	(Half-day / Full-day) £275 / £375
Main Gallery - includes projector & laptop, welcome screen, projector remote, microphone x 1, dedicated technician	£230
PA SYSTEM	
Lapel microphone	£20
Radio hand held microphone	£20
Radio lapel microphone	£20
TECHNICIAN	
Dedicated technical support	£50 per hour

*** Free Wi-Fi**

Our prices have been devised to offer a wide range of options so that you have the flexibility to tailor AV requirements to meet all your needs. Please contact us for more information on the options available.

Service and requirements

Event Co-ordinator charged at £35 per hour for all evening events.

Bar and waiting staff

- Bar staff costs £85 per staff for the first four hours. Thereafter the cost is £19.50 per hour, per staff.
- Waiting staff cost £65 per staff for the first four hours. Thereafter the cost is £14 per hour per staff.

Staffing numbers will depend on the number of expected guests and format of your event.

If you have any questions, our events organiser will be happy to discuss the recommended staff for your events.

Cloakroom costs

- Cloakroom staff cost £65 per hour for the first four hours. Thereafter the cost is £14 per hour per staff.
- All staff charge a minimum of four hours.

Special requirements

We are happy to assist with any special requirements you may have in order to personalise your event, such as flowers, decorations or live music. Please contact the events organiser to discuss in detail.

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Booking terms and conditions

Cancellations - Cancellations will only be accepted in writing. If The Building Centre has not confirmed receipt of your cancellation within two working days, please contact our events organiser.

The following charges will apply when bookings are cancelled more than:

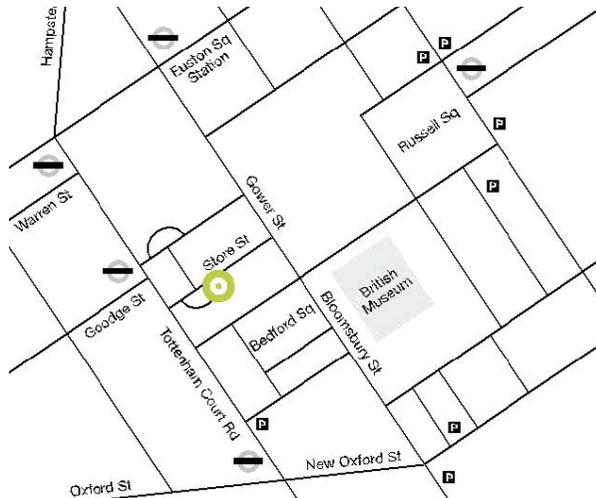
12 weeks before date of event	No charge
10 – 12 weeks	25% of total room hire
8 – 10 weeks	50% of total room hire
4 - 8 weeks	75% of total room hire
1 – 4 weeks	100% of total room hire
7 days or less	100% of hire charge + 100% catering cost

Insurance - The Building Centre does not accept responsibility, however arising, for loss or damage of property of/under control of the client or for any injury caused to a third party by such property. The cost of cleaning or repair of any damage caused to the building, fixtures, fittings and furnishings will be charged to the client.

Occupation - The period booked must include sufficient time for the client's preparation and subsequent dismantling and removal of any exhibits or equipment from the building. Delivery of such property prior to the period of booking can only be accepted at the discretion of The Building Centre and a charge made. Clients must use the goods lift for delivery and removal of exhibits etc. access to which is directly from Store Street.

Catering arrangements - Catering requirements should be ordered when completing the event booking form. Final numbers should be given to the events organiser no later than seven days before the event date.

Location



Store Street is a one-way street accessed from Tottenham Court Road – itself a one-way street running South to North. Visitors can be dropped off at the front door of The Building Centre.

Parking:

Store Street is in a Congestion Charge Zone. Limited unsheltered bicycle parking is available in Store Street. Limited metered street parking is available in adjacent streets with several NCP car parks nearby.

By Public Transport:

The Building Centre is within walking distance of Euston Station (15 minutes), King's Cross St Pancras (25 minutes), and Charing Cross (23 minutes). The nearest underground stations are Goodge Street (Northern Line) Tottenham Court Road (Northern and Central Lines), Euston Square (Circle, Metropolitan and Hammersmith & City Lines) and Russell Square (Piccadilly Line).

Opening hours:

9.30am - 6.00pm Monday - Friday
10.00am - 5.00pm Saturday