

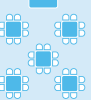



## HOW TO BOOK

To hire our facilities or for a tour around the venue simply call the room bookings hotline on: 020 7092 1510, or email us at: [roombookings@rcoa.ac.uk](mailto:roombookings@rcoa.ac.uk).

In order for us to be able to guarantee that your event is a success it is advisable that you book early. For further information please visit the website: [www.rcoa.ac.uk](http://www.rcoa.ac.uk).

	Boardroom	Theatre	Cabaret	Classroom
				
Lecture Theatre	-	151	-	-
1st Floor Gallery	40	70	60	70
1st Floor Meeting Room	10	-	-	-
1st Floor BJA Library	28	-	-	-
2nd Floor Gallery	40	70	60	70
2nd Floor Meeting Room	10	-	-	-
2nd Floor Hall	35	50	40	45
6th Floor Council Chamber	35	-	-	-
8th Floor Meeting Room (restricted access)	14	-	-	-

Maximum capacity for a seated lunch in the cafe: 120.

Please call to discuss your requirements as our rooms can be flexibly arranged.



## HOW TO FIND US



A more detailed map is available to download on the College website: [www.rcoa.ac.uk/node/2240](http://www.rcoa.ac.uk/node/2240).

Churchill House is conveniently located in central London. It is easily accessible by road, a short walk from Holborn underground station or just a short taxi or bus ride from Euston, King's Cross, Charing Cross and Waterloo train stations.

### CHURCHILL HOUSE

35 Red Lion Square, London WC1R 4SG

Room bookings hotline: 020 7092 1510

General enquiries: 020 7092 1500

Fax: 020 7092 1730

[roombookings@rcoa.ac.uk](mailto:roombookings@rcoa.ac.uk)

[www.rcoa.ac.uk](http://www.rcoa.ac.uk)

**R<sup>COA</sup>**  
Royal College of Anaesthetists

# Venue and facilities hire

July 2016 to  
June 2017





Reception

Our staff together with our dedicated caterers will be able to offer you the best advice in the run up to the event and a seamless service on the day.

Wireless internet access is available in all meeting rooms and in-house audio-visual equipment and technical support is available prior to, and throughout your event.



Lecture theatre

Our air-conditioned lecture theatre accommodates up to 151 delegates in tiered comfortable seating and is fully equipped with a modern audio-visual system, including projection screen, two plasma screens, ceiling microphones, an Audience Response System and Induction Loop Amplifier.



Gallery



Meeting room



Hall

The spacious and fully air-conditioned Galleries and Halls are bright and airy, offering a range of flexible spaces for every occasion, such as conferences, meetings or workshops.

We have rooms for smaller meetings accommodating up to ten people. They are ideal for small committee meetings, informal discussion groups or telephone conferencing.



Cafe

Our in-house caterers offer a variety of options to suit your timetable, taste and budget. A sit down lunch is available with our Day Delegate Rate. We are proud of the positive feedback we receive from clients about our service, catering and facilities.

## CHARGES

Rooms (not available outside office hours)

Hire Rates	Per day	Per half day
Lecture Theatre (including Cafe)	84 DDR*	N/A
Gallery	£925	£510
Meeting Room	£260	£145
Hall	£505	£280
Council Chamber	£1,845	N/A

Additional charges (if not included in DDR\*)

AV technician support	FROM £160
Conference phone	£85
Divider screens (per screen per week)	£25
Laptop	£110
PA system	£110
AV unit (projection screen, projector & PC)	£145
Trade stand	£145
Wireless mic system	£145

\*Day delegate rate

- 1 For bookings of 50 or more attendees the Day Delegate Rate (DDR) will apply.
- 2 The Day Delegate Rate (DDR) includes tea, coffee and biscuits at three intervals during the day, a hot buffet lunch, audio-visual support, and equipment together with rooms designated for catering.

Please note that discounts are available for certain organisations. These are at the College's discretion.

**PRICES VALID UNTIL 30 JUNE 2017.  
PRICES FOR 2017–2018 WILL BE  
AVAILABLE FROM JULY 201.**