

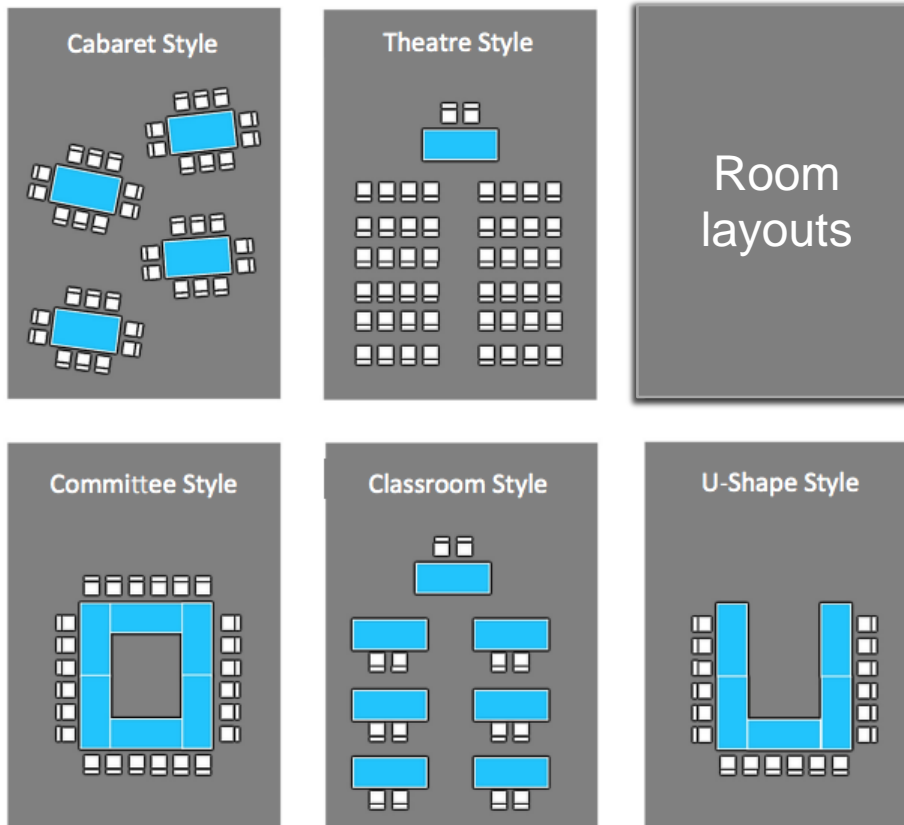
# Room Hire



## Rooms available



Located in the central London City of Westminster, the Access & Inclusion Centre has a training room with a capacity for up to 60 people. The room can be divided into two independent rooms accommodating 30 people each, both equipped with a flip chart, PC, overhead projector, sound system and internet access. All facilities have disabled access. There is a wide variety of suitable accommodation in the area for both speakers and delegates.





## Customer's feedback

"Thanks for the lunches and snacks felt really looked after (...)"

"I wish I could of stayed longer, I didn't want to leave!"

## Charges

### Rooms 1&2 together: Seating 60

- £350 per day
- £200 for half a day

### Individual Rooms: Seating 30

- £200 per day
- £150 for half a day

Please note, an additional **admin fee of £50** per room hire will be charged.

### Refreshments

- £3 per head per break (includes tea, coffee and biscuits)
- A buffet lunch can be ordered at the time of booking at a cost of £9 per head.
- Lunch plus refreshments am and pm £14 per head.

## Cancellation policy

We require 14 days' notice of cancelling book hire, otherwise we will charge you **cancellation** fee as below:

- 50% of your total amount will be charged if you do not notify us about your **cancellation** from 14 to 8 days before the event.
- Full cost will be charged if you do not notify us about your cancellation at least 7 days before the planned event.



## How to book a room

**Venue hire form** can be requested from Luciano Pina at [l.pina@qe2cp.westminster.sch.uk](mailto:l.pina@qe2cp.westminster.sch.uk)

Please ensure the booking form is complete with all the relevant information.

Once the venue hire form has been submitted you will receive a confirmation by email.

For catered courses, number of delegates must be confirmed **AT LEAST four working days** before the event.

Dates are booked in quickly so it is best to make the booking as far in advance as possible to avoid disappointment. If you are able to be flexible with your dates please let us know on the venue hire form so that we are able to meet your requirements effectively.



## Additional Info



### Payment

Payment must be made at least **four weeks before your event** with approximate numbers for catering if applicable. If this is not practical, please contact Luciano Pina [l.pina@qe2cp.westminster.sch.uk](mailto:l.pina@qe2cp.westminster.sch.uk) to agree the alternative timing. Your booking will not be confirmed until payment is received.



### Printing

It is the responsibility of the trainer to bring all presentation materials including digital presentations, handouts, evaluation forms and any other materials required. Printing can also be arranged by Inclusion and Access Centre- additional fee will apply.



### Lunch and refreshments

Venue hirers can organize their own lunch and refreshments at no extra cost. If catering own event, we ask that everything be cleared away at the end of the day and the training room left as it was found.



### Disabled access

Our building is completely wheelchair friendly with wide corridors, disabled toilets and lift access.



### Directions

The Access and Inclusion Centre is situated in the City of Westminster in Central London and easily accessible by public transport. Kenet Road, London W9 3LG. Nearest Underground Stations: Westbourne Park- (5 minutes) , Queen's Park (12 minutes ) , Royal Oak (16 minutes) , Kilburn Park- 17 minutes. Buses 31, 28, 36, 18, 328 are available on Elgin Avenue and Harrow Road.



## Contact us

Training and Outreach Team

Queen Elizabeth II Jubilee School

Kennet Road London W9 3LG

Email:

[l.pina@qe2cp.westminster.sch.uk](mailto:l.pina@qe2cp.westminster.sch.uk)

Tel: 020 7641 5825