



30  
Euston



# The State Rooms and Rooftop Terrace

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SEARCYS

# The vital statistics

## The State Rooms & Rooftop Terrace

Penthouse State Rooms, Euston and Stephenson, combine the second largest space available at the venue. They are bright, airy and offer a contemporary atmosphere from day to evening. Euston Room (the main meeting space) benefits from two options for screen locations, portable staging and built-in PA system, creating a versatile facility available in a number of layouts, whatever your needs.

The adjoining Stephenson Room and Rooftop Terrace are ideal for comfort breaks, exhibitions for up to four stands and networking drinks receptions. The skylights in both rooms provide plenty of natural daylight, a desirable feature for all day meetings. As well as used on their own, the State Rooms can be utilised as breakout space with Auditorium events.



# The vital statistics

**The area is self-contained with a flexible, dedicated registration area and manned cloak-room facilities. The two individual rooms provide multi layout options and can be used together to create a stunning event.**

The rooms are furnished with 8 hour ergonomic chairs and are flooded with natural lighting to the comfort of the delegates. The integrated AV blinds, dimmable lighting and a variety of screen options create an impressive presentation experience.

Furthermore, the decorative Moooi designed lighting features and the Rooftop Terrace, complete with wooden decking, gas heaters, BBQ, LCD screen and Bose speaker system, are a real bonus for any event, enhancing reception and networking events with style and functionality.

The State Rooms have complimentary WiFi for all delegates and comes complete with state-of-the-art audio visual technology, including:

- HD Digital Projector - rear 5,400 lumens, front 7,000 lumens
- Front screen 2.33m(w) x 1.31m(h). Rear screen 3.00m(w) x 1.70m(h)
- High quality sound speaker package
- Blu-Ray/DVD Player
- PC Laptop Connection – VGA and HDMI
- Freeview via IPTV
- 4 mixed microphones package
- DDA – hearing induction loop

Other essentials

- 2 x 80” 4k capability relay screens available at £520 +VAT
- Revostaging system available at:  
(6m x 2m) £425 +VAT  
(8m x 2m) £525 + VAT
- Lectern with comfort monitor at £160 +VAT
- AV technician from £450 +VAT
- Additional microphones at £75 +VAT each (up to 13 in total)
- Headset microphone £85 +VAT
- Micro cue £37.50 +VAT (Euston only)
- Yamaha LS9 audio mixing desk £160 +VAT

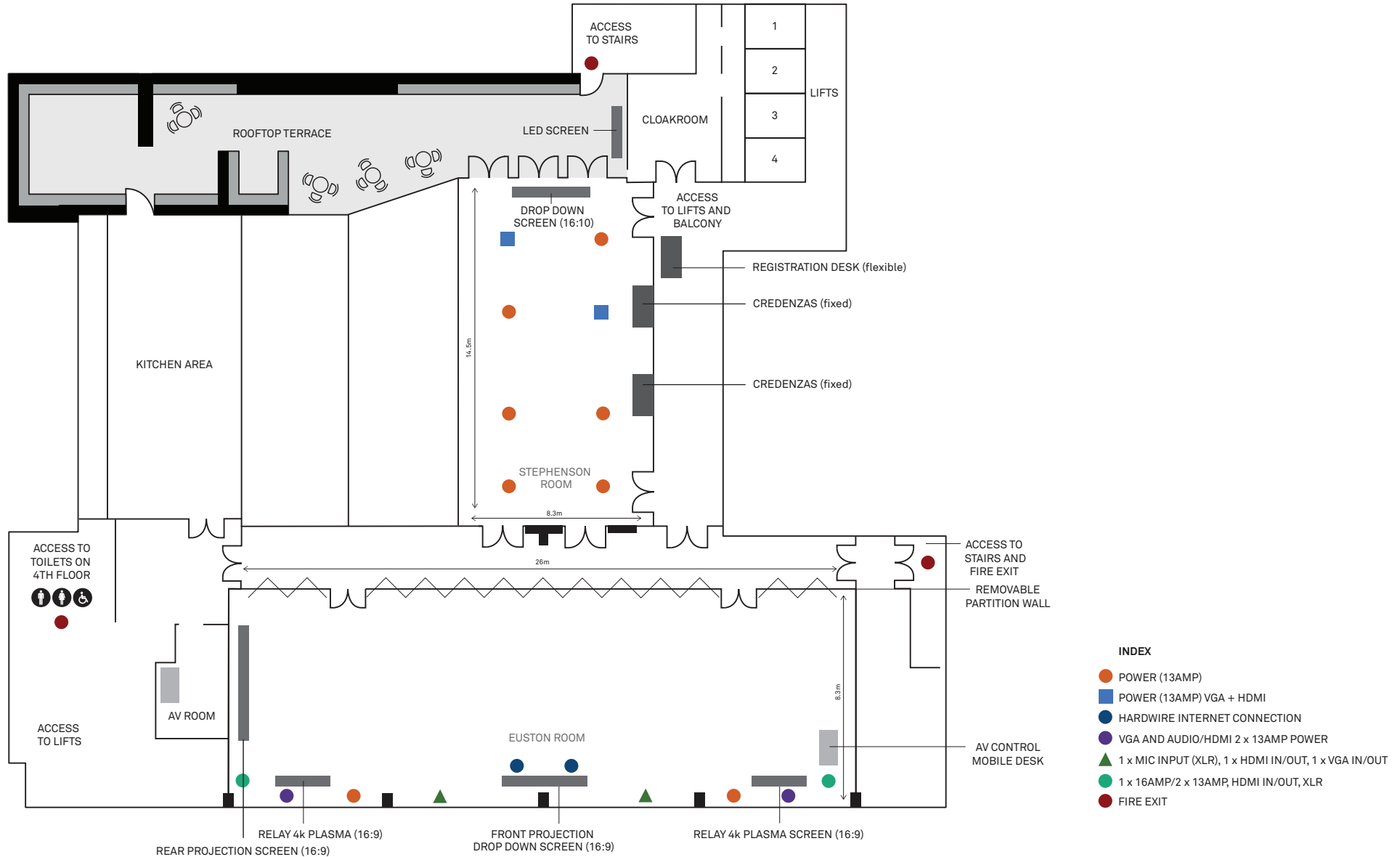


# Maximum occupancy (capacities)

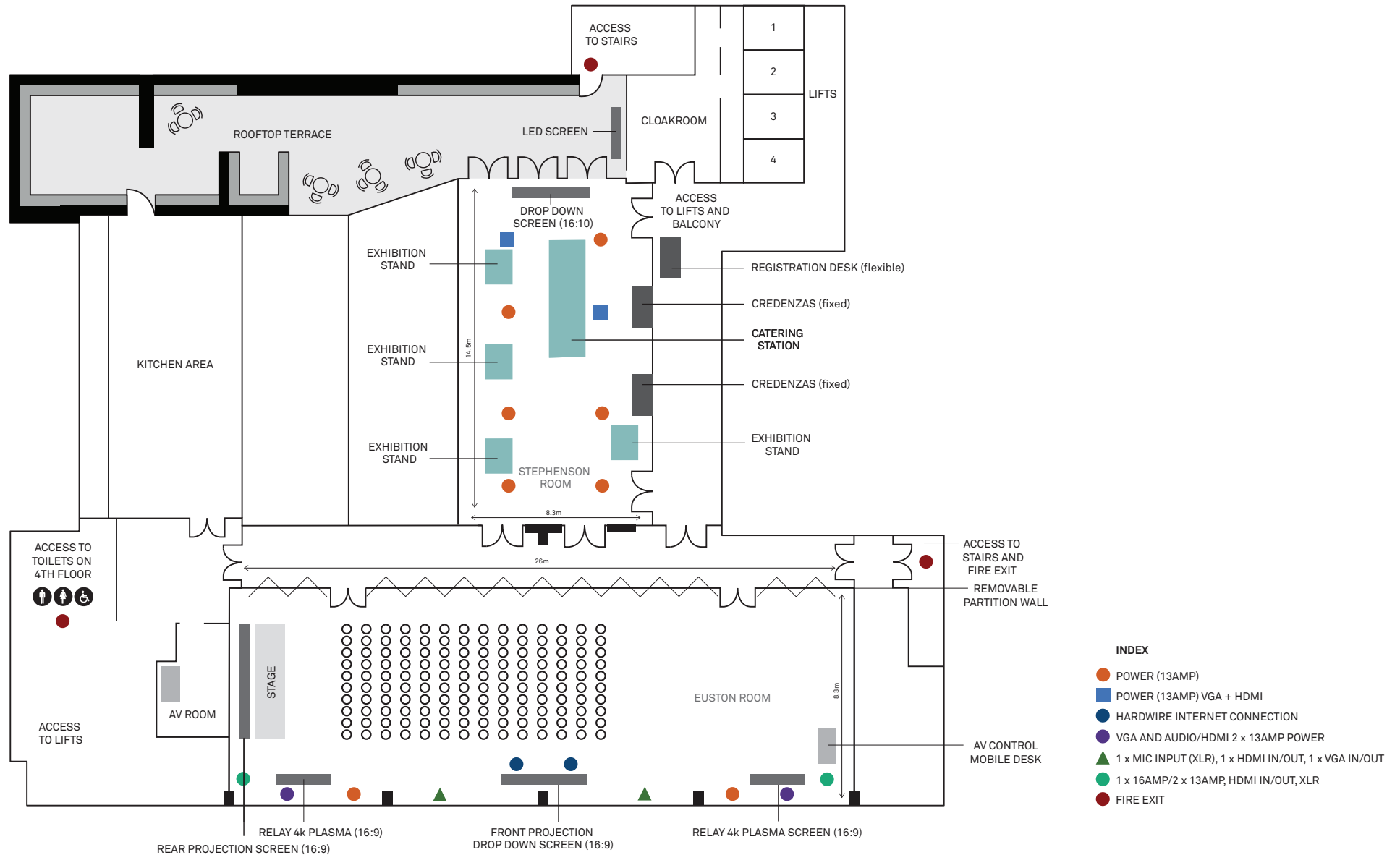
Area	Stephenson	Euston	Joint Rooms
Boardroom	36	90 (with hired tables)	90 (catering in Stephenson)
Theatre	90	150	150 (catering in Stephenson)
Cabaret	42	120	120 (catering in Stephenson)
U-Shape	32	70 (with hired tables)	70
Dinner	48	160	160 (In Euston with drinks reception in Stephenson) 216 - both rooms)
Reception	120 (only Stephenson) 120-200 (with Rooftop Terrace)	200-250	300



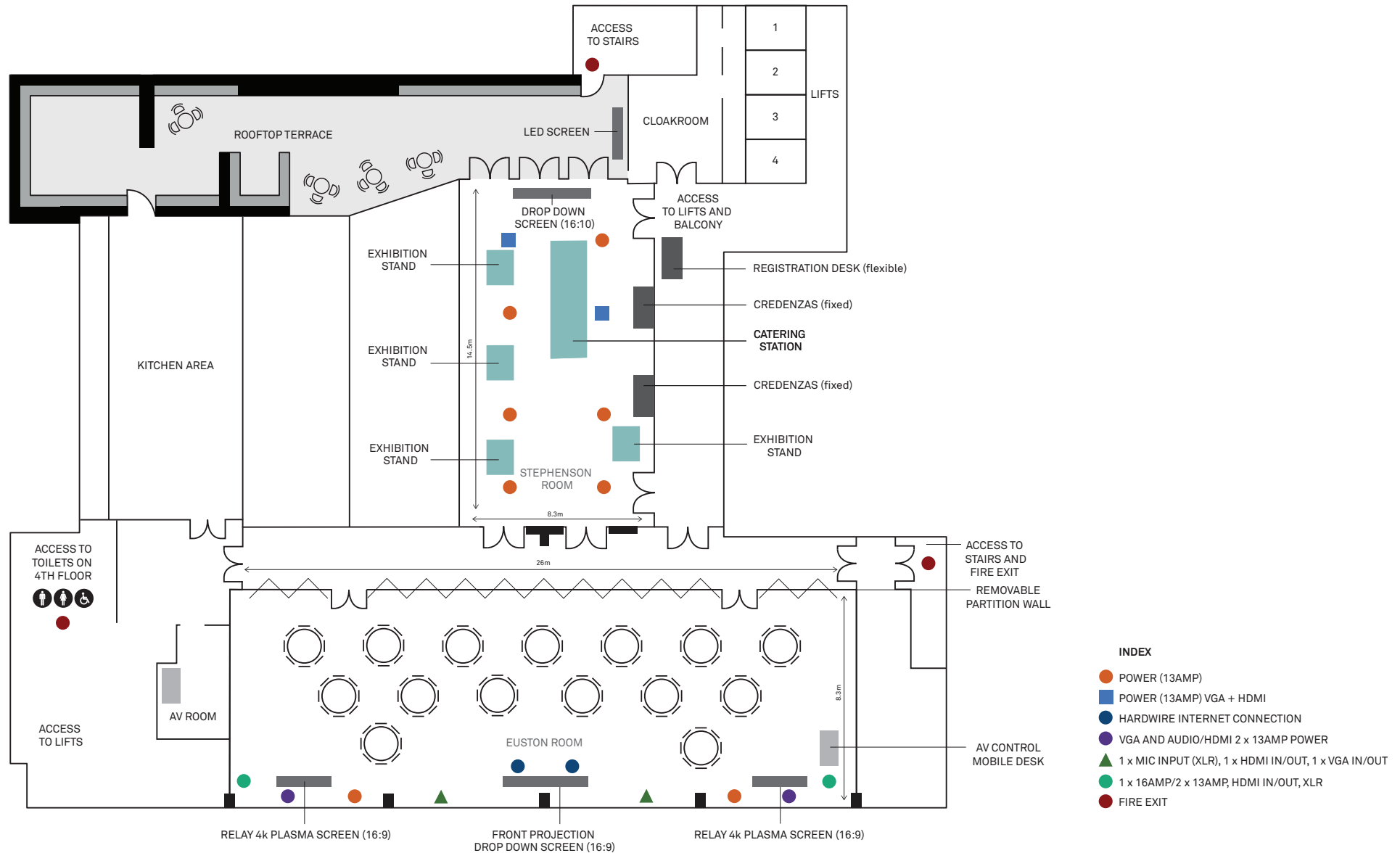
# 5th floor State Rooms base plan



# 5th floor State Rooms - Theatre style (up to 140)



# 5th floor State Rooms - Cabaret style (up to 120)



# 5th floor State Rooms - Awards ceremony/dinner dance (up to 160)





# The vital statistics

## The technical details

30 Euston Square provides a range of event spaces; the following information is designed to help you with planning your event in the State Rooms.

	Stephenson	Euston
Access goods lift	<p>Access to the State Rooms is via our goods lift located on Stephenson Way, the lift will be operated by 30ES during the hours of 7am – 7pm Monday – Friday.</p> <p>Goods lift on Stephenson Way, allows entrance to the lower ground floor            Entrance (road level) 2m(w) x 1.90m(h)            Goods lift 2.45m(d) x 2.65m(w)/a</p> <p>From the lower ground floor to the State Rooms on the 5th floor there are two internal lifts            Entrance 0.89m(w) x 2m(h)            The lift 0.94m (w) x 2.16m(h)</p>	
AV	All AV to be managed via 30 Euston Square partner Metro Broadcast.	
Branding opportunities/ Signage	<p>Lectern</p> <p>Logo plate – Standard size 3mm (d) (acrylic or foamex)            360mm (w) x 460mm (h). Hole (11mm diameter) centres at            300mm x 400mm.</p> <p>A template is provided on the last page of this document.</p>	<p>A pop up banner/sign can be put on the 5th floor. A metal sign for an A3 sign (portrait or landscape) is provided.</p> <p>Lectern</p> <p>Logo plate – Standard size 3mm (d) (acrylic or foamex)            360mm (w) x 460mm (h). Hole (11mm diameter) centres at            300mm x 400mm.</p> <p>A template is provided on the last page of this document.</p>
Ceiling height	2.5m at the lowest point.	2.5m at the lowest point.
Cloakroom and registration	<p>Staffed cloakroom</p> <p>Registration desk with 2 chairs</p>	
Contractors/Exhibitors	Any contractors are to provide Risk Assessment Method Statements (RAMS), 2 weeks before the event with a detailed kit list.	
Damages	An inspection will take place pre and post the event with your Event Manager or Operations Manager. Any damages will be charged for.	

	Stephenson	Euston
Deliveries & collections	<p>All deliveries and collections must be clearly labelled.</p> <p>Deliveries to be sent to the following address;</p> <p>Name of the Event Manager (at 30 Euston Square)  Name and date of the function,  30 Euston Square at RCGP,  Stephenson Way,  London  NW1 2FB</p> <p>Collections to be labelled with the company/delivery address. All items must be removed off-site after the event. 30 Euston Square will not take any responsibility for belongings left on-site. Delivery time to be agreed in advance by Events Team. Any items left on-site after two days will be disposed off and costs will be recharged.</p>	
Facilities	<p>Integrated AV blinds.</p> <p>Air conditioning.</p> <p>Decibel rate – 85db</p>	
Food and drink	<p>All food and drink to be provided by 30 Euston Square. If an exhibitor wishes to do sampling, please liaise with your Event Manager.</p>	
Furniture	<p>15ft round tables for up to 8 guests.</p> <p>2.8 hour ergonomic chairs.</p> <p>Acrylic lectern – 1.10m(h) x 0.65m(w) x 0.38m(d) at £150 +VAT.</p> <p>Revostage 6m(w) x 2m(d) x 0.2m(h) in 1m blocks at £350 +VAT.  (max capacity 2000kg per m<sup>2</sup>)</p>	<p>Top table for 1 to 8 people maximum.</p> <p>Buffet tabling for service of food and drink.</p> <p>6 poseur tables.</p> <p>Registration desk.</p> <p>For exhibition stands we can provide 4 tables with 2 chairs each. Additional tables are chargeable on request.</p>
Health & Safety	<p>Please ensure no fire exits are blocked. Please ensure all guests are briefed on the evacuation procedure at the beginning of the event.</p> <p>Any portable electrical appliances should have a PAT test pass certificate no older than six months.</p>	
Housekeeping	<p>No materials to be stuck to the walls. All branding must be free standing.</p>	
Internet broadband (hard-wired)	<p>A hard wired connection is available in certain locations.</p> <p>See floor plan.</p>	

	Stephenson	Euston
Lighting	Dimmable lighting system. Natural daylight with integrated AV blinds. Decorative Moooi lighting. LED wireless coloured uplighters at £350 +VAT for 6 or £600 +VAT for 12.	
Maximum occupancy	See over.	See over.
Mobility impaired guests	Hearing loop available. Access ramp for stage available. Please ensure you notify your Event Manager of any guests that require additional assistance. We operate a 'buddy system' in the event of a fire alarm activation.	
Power supply	13amp only. (Please see attached plan for locations).	
Presentations	All presentations are to be provided a minimum of 2 working days in advance for quality assurance. 16:9 aspect Font size above 12pt Prezzie supported subject to preferences 50/60hz 1280 x 768 and above	
Risk assessment	RAMS for the event will be required by the organiser and their contractors/exhibitors.	
Security	Venue security will be present in reception. If you require extra security/stewarding for your event please advise. (POA)	
Toilets	On the 4th floor. 10 ladies, 6+ gents and 1 accessible and baby-changing facilities available.	
WiFi	30 Euston Square provides a complimentary up to 1Gbps (16bps) WiFi service throughout the building, via a voucher or quick login. With generous quantities of access points for the State Rooms, over 200 delegates should enjoy fast connectivity*. Wired connectivity is also available for the stage for events wanting to give their speakers up to 10mb connectivity. *Download speed may vary depending on users' data content.	

# State Rooms AV

Included items	Chargeable items	AV technician (Guidelines only and will be based on final requirements)
<p>Euston</p> <p>Rear projection screen – 1.92m(h) x 3.04m(w) aspect ratio 16:9. Front projection screen – 1.32m(h) x 2.33m(w) aspect ratio 16:9.</p> <p>Vision</p> <ul style="list-style-type: none"> <li>• 7,000 lumens HD Digital Projector (front projecting)</li> <li>• 5,400 lumens HD Digital Projector (rear projecting)</li> <li>• Comfort monitor lectern mounted</li> <li>• Blu-Ray/DVD player</li> <li>• PC Laptop Connection – VGA, HDMI</li> <li>• Freeview via IPTV</li> </ul> <p>Audio</p> <ul style="list-style-type: none"> <li>• 4 mics included</li> <li>• Yamaha LS9-6 digital audio mixing desk @ £150.00 +VAT (required when hiring extra mics)</li> <li>• High quality sound speaker system for Blu-Ray/DVD/ Video playback</li> <li>• Discreet ceiling speakers for speech re-enforcement</li> </ul> <p>Ancillaries</p> <ul style="list-style-type: none"> <li>• Mobile live AV event rack</li> <li>• IPTV Server Link (Exterity)</li> <li>• Internet broadband connection – Hard wired to desk and lectern</li> <li>• DDA - Hearing Induction Loop</li> </ul>	<ul style="list-style-type: none"> <li>• Additional microphones at £60.00 +VAT each with a choice of:               <ul style="list-style-type: none"> <li>- 1 Gooseneck lectern mic</li> <li>- 2 Wireless digital handheld mics</li> <li>- 6 Wireless digital lapel mics with clips</li> </ul> </li> <li>• 4 Gooseneck top table mics</li> <li>• Relay screen: 2 x 80” 4k capability plasma at £250.00 +VAT each</li> <li>• Revostage system available 6m(w) x 2m(d) x 0.2m(h) in 1m blocks at £350 +VAT (max capacity 2000kg per m<sup>2</sup>)</li> <li>• Comfort monitor for stage positions at £110.00 +VAT</li> <li>• Conference lectern – 1.10m(h) x 65cm(w) x 38cm(d) with integrated comfort monitor and microphone at £150.00 +VAT</li> </ul>	<ul style="list-style-type: none"> <li>• 1 at £400.00 +VAT (10 hours from 7am Mon – Fri) to operate the audio desk (COMPULSORY). £50.00 +VAT per hour thereafter</li> <li>• If the presentation includes multiple video then an additional technician will be required</li> <li>• AV technician is charged at £500.00 +VAT for up to 8 hours on a Saturday and £600.00 +VAT on a Sunday. £50.00 +VAT per hour thereafter</li> </ul>

AV Partner - Metro Broadcast work in conjunction with 30 Euston Square as our AV Partner. They can design and install creative and flexible AV, lighting and set solutions. Please contact your Event Manager for a quote.

# State Rooms AV

Included items	Chargeable items	AV technician (Guidelines only and will be based on final requirements)
Stephenson <ul style="list-style-type: none"><li>• Drop down screen and projector controlled by Creston. Aspect ratio 16:10</li><li>• 1 hand-held, 1 lapel or 1 lectern microphone</li><li>• High quality sound speaker system</li></ul>	<ul style="list-style-type: none"><li>• Conference lectern – 1.10m(h) x 65cm(w) x 38cm(d) at £75.00 +VAT</li><li>• Revostage system available 6m(w) x 2m(d) x 0.2m(h) in 1m blocks at £350.00 +VAT (max capacity 2000kg per m<sup>2</sup>)</li></ul>	n/a
Roof Terrace <ul style="list-style-type: none"><li>• LCD screen</li><li>• Bose speaker system for background music</li></ul>		n/a

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# All the little extras we can help with

TV plasma  
(80" 4K relay screens – Euston only) | £250.00 each

TV plasma (42" or 51") | £150.00 each

Perspex frosted lectern with integrated comfort monitor and microphone (Euston/Auditorium only) | £150.00

Perspex frosted lectern | £75.00

Laptop | £95.00

Remote mouse | £35.00

Revostage with black carpet and skirting  
(6m x 2m) – available in (1m x 1m) | £350.00

Additional microphones – lapel, top table, roving | £60.00 each

LED wireless coloured uplighters  
(RGB colour mixing) | £75.00 each | 6 for £350.00  
12 for £600.00

AV tech for 10 hours (daytime – earliest start 7am) | £400.00

£50.00 per hour extra  
(compulsory for Auditorium and State Rooms events)

Monday – Friday daytime | £50.00 per hour extra

AV tech for evenings – 4 hours | £250.00

AV tech for Saturday – 8 hours | £500.00

AV tech for Sunday – 8 hours | £600.00

£50.00 per hour extra

Flip chart (comes with pens) | £25.00

Black velcro compatible poster boards (10) | £50.00 each  
10 for £400.00

Silver bus stop signs (A3 size x 3) | £20.00 each

Early access – from 7am | £500.00 per hour

After hours charges – 11pm – 12am includes venue hire, security and staffing | £1,000.00

After hours charges – 11pm – 1am includes venue hire, security and staffing | £1,500.00

Security | £15.00 per hour (min 8 hours)

Event hostesses/reception staff/cloakroom | £15.00 per hour (min 4 hours)

Dinner place cards/tent cards | 75p each

Photocopying  
A4/A3 (black and white) | 20p/50p  
A4/A3 (colour) | 45p/75p

Telephone charges | POA

We can also arrange the following, so please ask a member of the Events Team for your personalised quote:

Branding, vinyl wraps, wall graphics, dance floors, upright bars, photo-booths, juke box, DJ, flowers, coloured linen and event theming

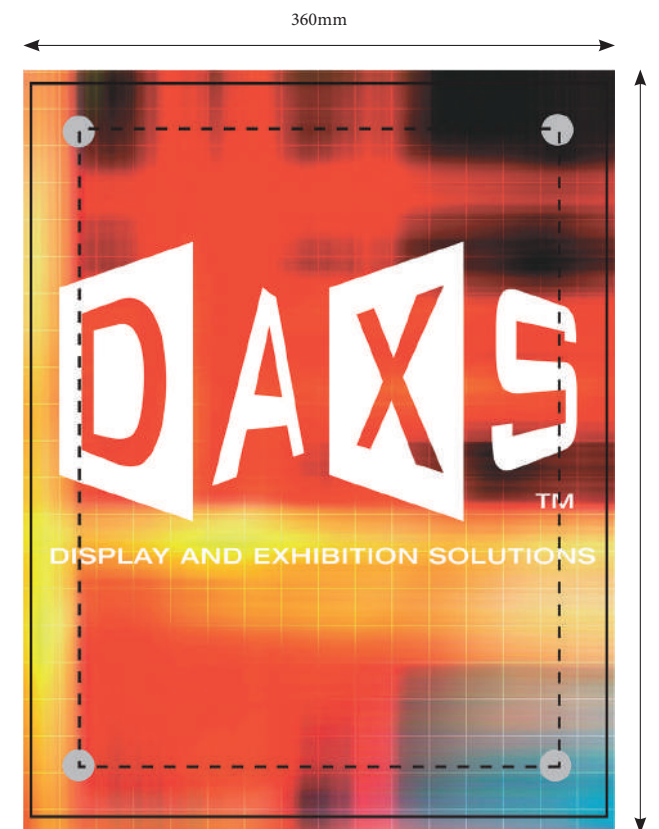
Audience Catch Box microphone | £125

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All prices are subject to VAT.

For further information please contact:  
30 Euston Square, London NW1 2FB  
30eustonsquare@searcys.co.uk | 020 8453 4610  
www.30eustonsquare.co.uk

## Logo plate



Standard size 3mm (acrylic/foamex)  
Hole (11mm diameter) centres at 300mm x 400mm

