



# The Auditorium and Exhibition Space

EST. 1847  
**SEARCYs**  
 LONDON



# The vital statistics

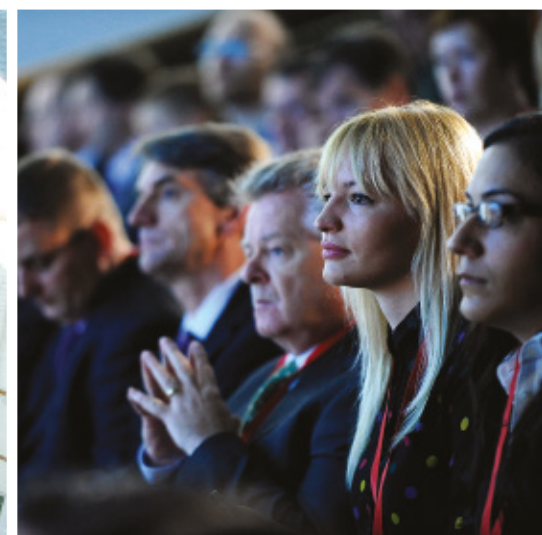
## The Auditorium and Exhibition Space

Our 300 seat tiered Auditorium is a central feature of this magnificent venue, one of the best conference and event spaces in London.

Equipped with a state-of-the-art Sony HDR 4K laser projector (DCI cinema industry approved), surround sound speakers, showlights and the opportunity to produce video conferencing and streaming, the tiered Auditorium will satisfy the most seasoned conference professional and enhance your ability to deliver the ultimate delegate or cinema screening experience.

The Auditorium is complemented by a self-contained and exclusive exhibition and networking space that provides a welcoming registration, refreshment and catering area with a dedicated cloakroom and WC facilities. This impressive multifunctional 360sqm space is bright and airy with two 24m high atriums, a blank-canvas neutral colour scheme, a range of large 4K screens and a 8-screen 4K HD video wall – perfect for event branding opportunities.

A dedicated entrance and delivery/loading access points will ease the logistics associated with your event.



# The vital statistics

**The exhibition and networking area is a 360 square metre space adjacent to the Auditorium and is the ideal environment for a mix of promotional and sponsor activity.**

The area is self contained with a flexible, dedicated registration area and manned cloakroom facilities. The two atriums provide the space with extra high ceilings and natural daylight, which can be enjoyed by delegates whilst networking during refreshment and lunch breaks. Each exhibitor can benefit from 13amp power sockets, 1Gb Wi-Fi and loading bay facilities conveniently located close by.

The Auditorium and Exhibition space has excellent Wi-Fi coverage for all delegates and is fitted with the following state-of-the-art audio visual technology:

- Sony HDR 4K DCI Laser Cinema Projector, 15,000 lumens
- Screen 6.6m(w) x 3.8m(h)
- Digital cinema surround sound speaker system
- Comfort monitor for stage positions\*
- Sony 4K Ultra HD Blu-Ray Player
- PC Laptop Connection – VGA and HDMI
- Presenter iPad/iPhone Wireless Connectivity via Apple TV
- Freeview via IPTV
- 2 Panasonic HD/SDI remote controlled cameras\*
- 2 Headset microphones\*
- 9 mixed microphone package (13 available\*)
- Hearing Induction Loop
- 4 lectern positions on the stage area; all with VGA and HDMI inputs
- Lectern countdown clock\*
- 4 ProLight moving heads
- 4x 6ft LED batten uplighters
- 2 ProLightLED profiles (for custom Gobos\*)
- Exhibition space equipped with 3 x 55" 4K and 1 x 84" 4K screens
- 84" 4K portrait welcome screen on staircase\*
- Striking 8-screen 4K HD video wall, 7680 x 2160 pixels\*

\*Optional extras

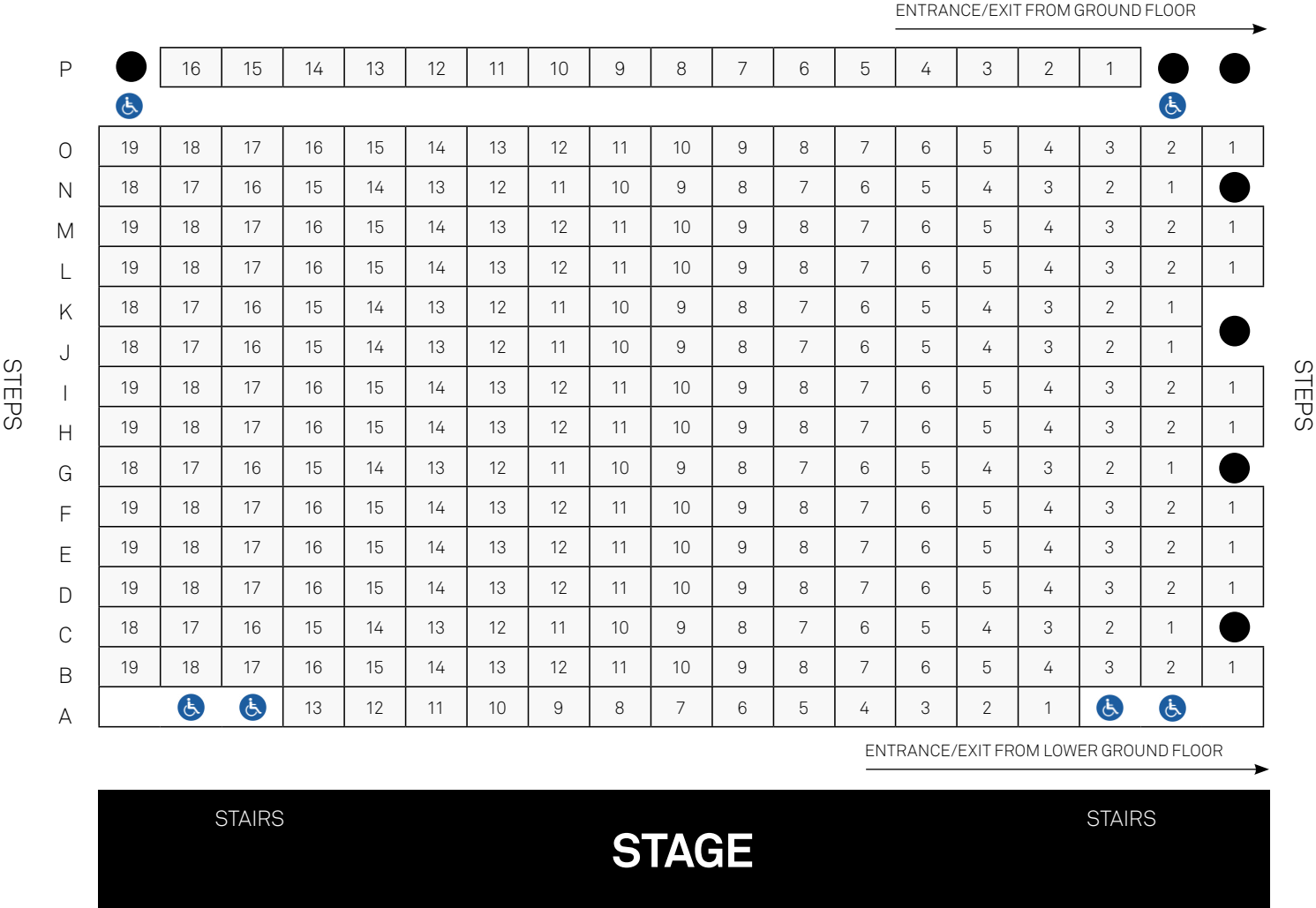
Delegates comfort in the Auditorium: Each one of the thoughtfully designed chairs is fitted with a 13amp power socket and pull out laptop table for an ultimate delegate experience.



# Auditorium & exhibition floor plan



# Auditorium seating plan



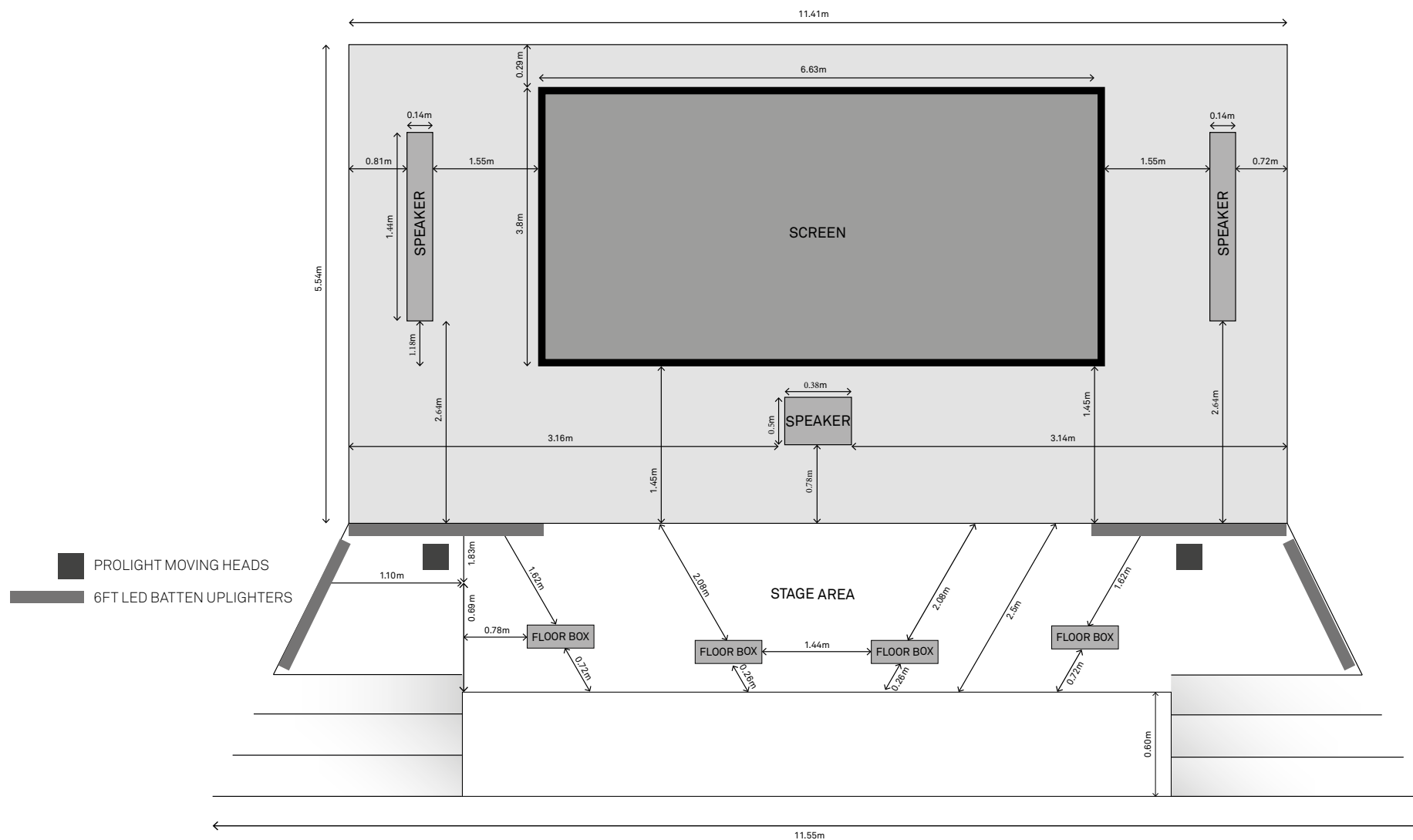
Please note that there are plug sockets in the floor of each chair (except all chairs in the front row).

● Plug socket locations in the floor and wall - All output 13amp power.

♿ Accessible seating



## Stage & screen measurements



# 8-screen video wall pre-set template and resolutions

Format 1	1920 x 1080	1920 x 1080	1920 x 1080	1920 x 1080
	1920 x 1080	1920 x 1080	1920 x 1080	1920 x 1080
Format 2	3840 x 2160		3840 x 2160	
	3840 x 2160		3840 x 2160	
Format 3	1920 x 2160	3840 x 2160		1920 x 2160
	1920 x 2160	3840 x 2160		1920 x 2160

\*All resolutions in pixels

# 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 Auditorium and Exhibition space.

	Auditorium	Exhibition space
Access goods lift	n/a	Access to the exhibition space and Auditorium is via our goods lift located on Stephenson Way, the lift will be operated by 30ES during the hours of 7am – 4pm, Monday – Friday.  Goods lift on Stephenson Way. Entrance (road level): 2m(w) x 1.90m(h) Goods lift: 2.45m(d) x 2.65m(w) 2 sets of doors leading to exhibition space: 2.13m(h) x 1.88m(w)   2.40m(h) x 1.39m(w)
AV	All AV is to be managed via 30 Euston Square partner Metro Broadcast.	
Branding opportunities/ Signage	Lectern front plate – Standard size 3mm (acrylic or foamex) 360mm x 460mm. Hole (11mm diameter) centres at 300mm x 400mm.  Main screen - Either side and below the screen can be branded, please ask your Event Organiser for advice on sizing.	<b>Main reception plasma screen</b> - £250.00 Plasma in main reception entrance can incorporate your logo/name of event.  <b>8-screen 4K HD video wall (8 x 55") and 84" welcome screen</b> - £2500.00 8 individual screens or manipulated as one main screen and a seperate 84" 4K welcome screen located in prominent spaces for all event guests to see branded content (AV support may be required)  <b>Atrium banner</b> - POA Tall hanging banner – Fifth floor to the lower ground Auditorium. 20m x 2m fabric print banner.  <b>Light boxes</b> 5 x light boxes 2.42m(h) x 0.33m(w) x 0.20m(d) which can be branded with a light vinyl wrap.  <b>Plasma screens</b> 3 x 55"4K and 1 x 84" 4K plasmas can be used for your individual corporate logo or a live twitter feed (please ask for details).
Ceiling height	5.54m above stage.	Lowest 2.3m and highest 24m
Cloakroom and registration	n/a	Dedicated staffed cloakroom for 300 with 22 self-service lockers (£1 – refundable)  Mobile Registration Desk with 4 chairs – 3.0m(w) x 0.7m(h) x 0.6m(d)
Contractors/Exhibitors	Any contractors are to provide Risk Assessment Method Statements (RAMS), minimum of 2 weeks before the event	



	Auditorium	Exhibition space
<b>Deliveries &amp; collections</b>		<p>All deliveries and collections must be clearly labelled.</p> <p>Delivery time and date to be agreed in advance by the Events team.</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,  Euston Square,  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. Any items left on-site after two days will be disposed of and costs will be recharged.</p>
<b>Facilities</b>	<p>Acoustically sealed.</p> <p>Fully blacked out (except for fire lights and vision panels in door).</p> <p>Air cooling.</p> <p>Decibel rate – 85db</p> <p>Each delegate chair has a fold out desk from the right arm of the chair and plug sockets (13amp) located by all seats.</p>	<p>Music cannot be played in the exhibition space between 9am – 5pm.</p> <p>After 5pm and until 10pm background music only unless exclusively hiring 30 Euston Square.</p> <p>PA system with one microphone is available upon request (supplement of £420.00)</p>
<b>Food and drink</b>	<p>All food and drink to be provided by 30 Euston Square.</p> <p>If an exhibitor wishes to do sampling, please liaise with your Event Manager.</p>	
<b>Furniture</b>	<p>290 fixed chairs.</p> <p>7 top table (max.) 4.80m(w) x 0.80m(d)</p> <p>Acrylic lectern – 1.10m(h) x 0.65m(w) x 0.38m(d)</p> <p>Top table for 1 to 7 people maximum.</p>	<p>Buffet tables for service of food and drink.</p> <p>12 poseur tables, 10 leather/fabric benches and 10 x 2ft round tables with 40 chairs.</p> <p>Mobile Registration Desk - 3.0m(w) x 0.7m(h) x 0.6m(d)</p> <p>For exhibition stands we can provide 10 tables with 2 chairs each. Additional tables are chargeable on request.</p>
<b>Health &amp; Safety</b>	<p>Please ensure no fire exits are blocked. Please ensure all guests are briefed on the evacuation procedure at the beginning of the event. Any portable electrical appliances should have a recent PAT test pass certificate.</p>	
<b>Housekeeping</b>	<p>We operate a strict no food and drinks policy. Top table water only.</p> <p>All branding areas must be approved.</p>	<p>No materials to be stuck to the walls. All branding must be free standing unless pre-approved.</p>
<b>Internet broadband (hard-wired)</b>	<p>Floor boxes on stage for lectern right/left and top table and control room desk.</p>	<p>A hard wired connection is available in certain locations.</p> <p>Floor plan available on request.</p>

	Auditorium	Exhibition space
<b>Lighting</b>	<p>Stage and camera lighting - 8 white Fresnel lanterns - 3 for each stage left/right lectern and centre stage position with 2 rear fill-in controlled via lighting desk in the control room.</p> <p>Pre-set scenes for house lighting;</p> <ol style="list-style-type: none"> <li>1. Last orders – House lighting on full. Stage lighting on full</li> <li>2. Bright Welcome – House lighting on half. Stage lighting on full</li> <li>3. Audience – House lighting on full. Stage lighting off</li> <li>4. Intimate Welcome – House lighting on quarter. Stage lighting on full</li> <li>5. Exposition – House lighting off. Stage strip on. Stage lighting off</li> <li>6. Shakespeare – House lighting off. Stage lighting on full</li> <li>7. Polar opposites – House lighting off. Stage (Solum) spots on Stage centre (LED) off</li> <li>8. Black out – House lighting off. Stage lighting off</li> </ol> <p>2x ProLight LED profiles to support B size Gobos (2 metal and 2 glass holder available)</p> <p>4x ProLight moving heads (2 permanent fixtures)</p> <p>4x 6ft LED batten uplighters</p>	<p>Ceiling lights are dimmable (3 settings)</p> <p>5 x light boxes (on or off settings)</p> <p>24 multi-coloured LED uplighters available to hire (subject to availability)</p>
<b>Maximum occupancy</b>	290 fixed chairs with 6 spaces for wheelchairs.	300 standing for a fork buffet/canapé party. Stands can be incorporated into the space to a maximum of 20. This will be dependent on delegate numbers and stand sizes.
<b>Mobility impaired and hard of hearing guests</b>	<p>6 wheelchair spaces available (2 at the back / 4 at the front)</p> <p>Hearing loop available</p> <p>Access ramp for stage available (non-interchangeable)</p>	<p>Please ensure you notify your Event Manager of any guests that require additional assistance. We operate a 'buddy system' and in the event of a fire alarm activating, guests will only be evacuated once a fire has been confirmed.</p>
<b>Power supply</b>	13amp only. (Please see attached plan for locations).	13amp only. (Please see attached plan for locations).
<b>Presentations and content</b>	<p>All presentations and running orders are to be provided a minimum of 2 working days in advance for quality assurance.</p> <p>16:9 aspect ratio</p> <p>Font size above 12pt</p> <p>Prezzie supported subject to specification</p> <p>50/60hz 1920 x 1080 and above</p>	<p>The content for the exhibition screens are to be provided a minimum of 2 working days in advance and provided in an MP4 or jpeg format, minimum recommended resolution 1920 x 1080 pixels (Portrait welcome screen resolution is 1080 x 1920 pixels).</p> <p>Video wall has dimensions of 4.8m (w) x 1.4m (h) - The content for the video wall must be provided in an MP4 format, recommended resolution 7860 x 2160 pixels.</p>
<b>Risk assessment</b>		RAMS for the event will be required by the organiser and their contractors/exhibitors.
<b>Security</b>	Venue security will be present in main reception. If you require additional security/stewarding for your event, please advise. (POA)	
<b>Toilets</b>	n/a	11 ladies, 12 mens and 1 accessible toilet. Baby-changing facilities available in male and female toilets.
<b>WiFi</b>	<p>30 Euston Square provides a complimentary 1Gb Wi-Fi service throughout the building. With generous quantities of access points for the Auditorium and exhibition space, over 300 delegates should enjoy fast connectivity*. Wired connectivity is also available for the stage for events wanting to give their speakers up to 10mb connectivity.</p> <p>*Download speed may vary depending on users' data content.</p>	

# Auditorium AV

## Package A - Included as standard

Included items		AV technician (Guidelines only and will be based on final requirements)
<p>Projection screen – 6.6m(w) x 3.8m(h) up to 4K resolution and an aspect ratio of 16:9</p> <p>Conference lectern – 1.1m(h) x 65cm(w) x 38cm(d) with integrated comfort monitor and microphone.</p> <p><b>Vision</b></p> <ul style="list-style-type: none"> <li>• Sony HDR 4K DCI Laser Cinema Projector, 15,000 lumens</li> <li>• Kramer VS84H HDMI matrix switcher</li> <li>• 10" Comfort monitor lectern built-in</li> <li>• Comfort monitor for stage positions (additional fee)</li> <li>• Professional Sony 4K Ultra HD Blu-Ray Player</li> <li>• PC Laptop Connection – VGA, HDMI</li> <li>• iPad/iPhone Wireless Connectivity via Apple TV and dedicated router</li> <li>• Digital Freeview via IPTV (Exterity)</li> </ul> <p><b>Audio</b></p> <ul style="list-style-type: none"> <li>• 9 mics included, additional 4 available at £70.00 each</li> <li>• 7.1 Digital cinema surround sound speaker package for Blu-Ray/ DVD/Video playback</li> <li>• Discreet ceiling speakers for speech re-enforcement</li> <li>• Microphones to include: <ul style="list-style-type: none"> <li>- 1 Gooseneck lectern mic (Audio Technica NT1)</li> <li>- 2 Wireless digital handheld mics (Sennheiser EW135)</li> <li>- 2 Wireless digital lapel mics with clips (Sennheiser EW122)</li> <li>- 4 Gooseneck top table mics (Audio Technica ES915C12Gooseneck)</li> </ul> </li> <li>• Yamaha LS9-32 digital audio mixing desk</li> </ul>	<p><b>Cameras</b></p> <ul style="list-style-type: none"> <li>• 2 Panasonic HD/SDI remote controlled cameras for presenting live to screen, recording and signal distribution through video conferencing and live web casts. (Raw footage only - additional technician required for recording and video conferencing, client to provide hard drive, see package C for more information)</li> </ul> <p><b>Ancillaries</b></p> <ul style="list-style-type: none"> <li>• Mastercue v6 Cue Light</li> <li>• IPTV Server Link (Exterity)</li> <li>• Signal (audio - video - lighting and data) Tie lines from stage to control room</li> <li>• High speed internet connection – Hard wired to desk and lectern</li> <li>• DDA - Hearing Induction Loop x 3</li> </ul> <p><b>Lighting</b></p> <ul style="list-style-type: none"> <li>• Stage and camera lighting – 8 white LED lanterns – 3 for each stage left/right lectern and centre stage positions with 2 rear LED fill-in lighting controlled via lighting desk in control room</li> <li>• 8 Pre-set scenes for Auditorium lighting system (House lights)</li> <li>• 2x ProLight LED profiles to support B size Gobos (to be provided by the client - POA)</li> <li>• 4x ProLight moving heads (2 permanent fixtures)</li> <li>• 4x 6ft LED batten uplighters</li> </ul> <p><b>Exhibition space</b></p> <ul style="list-style-type: none"> <li>• Exhibition space media distribution system – 3 x 55" 4K screens, 1 x 84" 4K screens (positioned landscape)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 at £750+VAT (10 hours from 7am Mon – Fri) to operate the audio desk (COMPULSORY). £50.00+VAT per hour thereafter</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> <li>• Additional technicians at £450+VAT (10 hours from 7am Mon - Fri) to facilitate any further operational requirements</li> </ul>

# Auditorium AV

## Package B - Video wall and welcome screen

£2,500.00   Included items	AV technician (Guidelines only and will be based on final requirements)
Striking 8-screen 4K HD video wall, 7680 x 2160 pixels 84" 4K portrait welcome screen on staircase	Additional technician may be required, dependent on content

## Package C - Camera recording

£950.00   Included items	AV technician (Guidelines only and will be based on final requirements)
2 Panasonic HD cameras on remote pan and tilt heads fitted with HD/SDI output cards connected to a Panasonic compact vision mixer connected to a hard disc recorder. 1 positioned at the rear of the Auditorium for wide views of the stage and one located mid-way down or at the stage for presenter and audience views. Final transmission (TX) views can be digitally recorded by the control room technician (client to provide hard drive).	1 at £450.00 +VAT

## Package D - Video conferencing

POA   Included items	AV technician (Guidelines only and will be based on final requirements)
HD Video Conferencing Tandberg Codec C40 (test two hours prior to the call).	1 at £450.00 +VAT

## Package E - Live streaming

POA   Included items	AV technician (Guidelines only and will be based on final requirements)
<ul style="list-style-type: none"><li>• Working with leading industry partner</li><li>• Design of branded web page to incorporate presenter/material etc</li><li>• Provision for hosting and viewed via the web</li><li>• Stored on video on demand for 12 months</li><li>• Staff and equipment to set up</li></ul>	1 at £450.00 +VAT to operate the cameras

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.



# All the little extras we can help with

Video wall (8x 55" screens, arranged in 4 x 2) and 84" 4K portrait welcome screen | £2500.00

Reception screen signage | £250.00

TV plasma (45" or 55") | from £170.00 each

Perspex frosted lectern with integrated comfort monitor and microphone (Euston/Auditorium only) | £160.00

Lectern countdown clock (Auditorium only) | £50.00

Perspex frosted lectern | £80.00

Laptop | £100.00

Remote mouse | £37.50

Stage with grey carpet and skirting (24ft x 6ft) | from £425.00

Additional microphones – lapel, top table, roving | £75.00 each

Headset microphone | £85.00

LED wireless coloured uplighters (RGB colour mixing) | £75.00 each | 6 for £365.00  
12 for £630.00

AV tech for 10 hours (daytime – earliest start 7am) | £450.00 +VAT

£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 | £260.00

AV tech for Saturday – 8 hours | £525.00

AV tech for Sunday – 8 hours | £630.00

£50.00 per hour extra

Flip chart (comes with pens) | £30.00

Black velcro compatible poster boards (10) | £60.00 each  
10 for £500.00

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

Early access – from 7am | £630.00 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 | £17.25 per hour (min 8 hours)

Event hostesses/reception staff/cloakroom | £17.25 per hour (min 4 hours)

Photocopying  
A4/A3 (black and white) | 25p/55p  
A4/A3 (colour) | 50p/80p

Telephone charges | POA

Dance floor (black and white 4m x 4m) £420.00

Mobile PA System (1 microphone & speakers) £420.00

We can also arrange: branding, vinyl wraps, wall graphics, dance floors, outdoor games, atmospheric lighting and uplight bars, photo-booths, juke box, DJ, flowers, coloured linen and event theming.

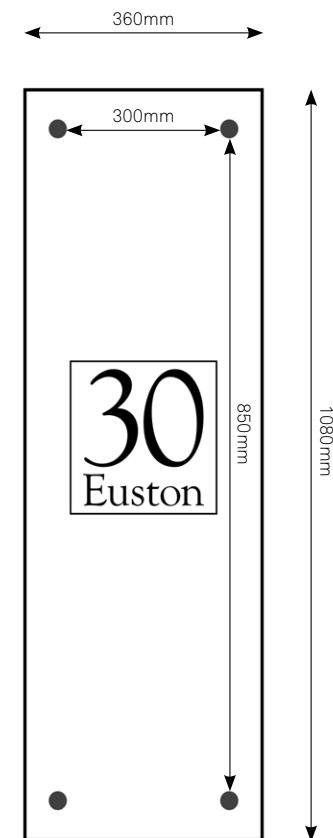
Please ask a member of the events team for your personalised quote.

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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)

