



Examination and Assessment Centre

EST · 1847
SEARCYS
LONDON

The vital statistics

The Examination and Assessment Centre

The specialist exam and assessment centre offers a controlled and secluded environment for one-on-one training practicals, examinations and scenario set situations in a robust circuit of individual rooms. With a private entrance off Euston Road, 42 4m x 3m boardroom type rooms, two briefing rooms and filming and recording equipment the assessment centre creates an ideal exclusive area for interviews, road-shows and buyer-seller events.

Available to hire as a whole or as three individual circuits the rooms can be also used as breakouts together with the Auditorium or State Room events, fitting a unique event brief.



The vital statistics

- State-of-the-art facilities
- Dedicated entrance and reception on Euston Road
- Private reception (first floor) with office facilities
- 3 separate circuits (blue, red and purple) combining 42 individual rooms with Wi-Fi and telephone
- 2 briefing rooms with integrated AV for 40 theatre style
- High tech observation room with audio and visual recording network
- Circuit linked timer system activated at the marshal points
- Access controlled secure environment
- Dedicated refreshment points
- Flexible catering options
- 41 on-site boutique bedrooms available

Each exam room

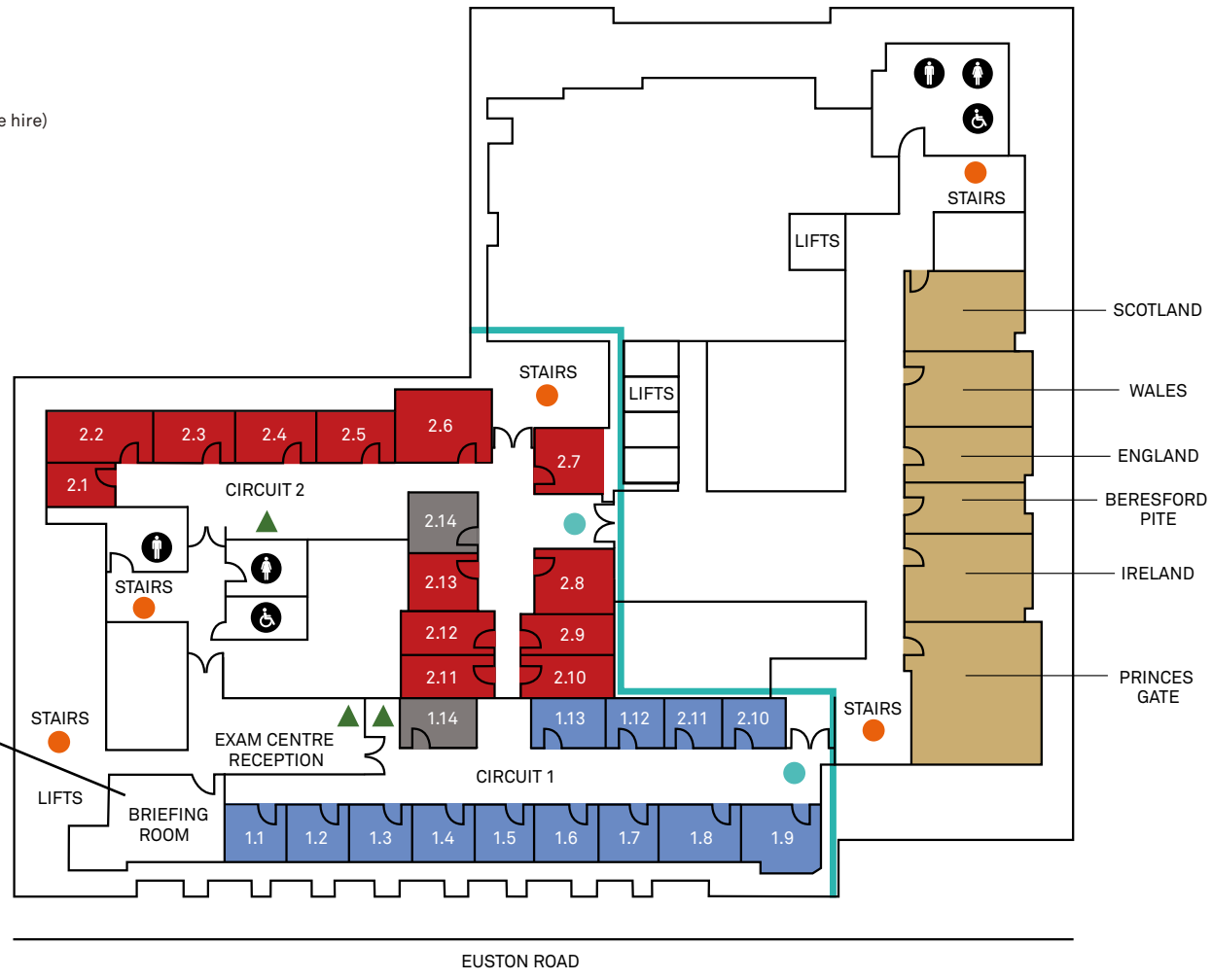
- Examination couch
- Desk and telephone and chair
- Clock timer
- 3 chairs
- Locker



Examination & Assessment Centre (1st floor blue and red circuits)

INDEX

- CIRCUIT 1 EXAM ROOMS
- CIRCUIT 2 EXAM ROOMS
- MEETING ROOMS (not included in Exam Centre hire)
- HOME VISIT ROOMS
- WARDEN POINT
- ▲ REFRESHMENT POINTS
- FIRE EXITS



Floor plans (second floor purple circuit)

- INDEX
- CIRCUIT 3 EXAM ROOMS
 - BOUTIQUE BEDROOMS
 - HOME VISIT ROOMS
 - WARDEN POINT
 - REFRESHMENT POINTS
 - FIRE EXITS



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 Examination and Assessment Centre.

	Examination and Assessment Centre
Access goods lift	<p>Access to the Exam Centre is via our goods lift located on Stephenson Way, the lift will be operated by 30ES during the hours of 7am – 4pm Monday – Friday.</p> <p>Goods lift on Stephenson Way. Entrance (road level) 2m(w) x 1.90m(h) Goods lift 2.45m(d) x 2.65m(w)</p> <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 – 4pm 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>
Branding opportunities/ Signage	Plasma in reception entrance (ground floor) can incorporate your logo/name of event. (Additional charge at £500.00)
Cloakroom and registration	<p>Dedicated cloakroom on the ground floor managed by the receptionist.</p> <p>Cloakroom cupboards in briefing room and by reception on the first floor.</p>
Contractors/Exhibitors	Any contractors are to provide Risk Assessment Method Statements (RAMS), 2 weeks before the event with a detailed kit list.
Damages	<p>An inspection of the Exam and Assessment Centre will take place pre and post the event with your Event Manager or Operations Manager.</p> <p>Any damages will be charged for.</p>

	Examination and Assessment Centre
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, 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. 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>Each exam room has controls for lighting, heating and cooling and blinds.</p> <p>Sound proofed.</p>
Food and drink	All food and drink to be provided by 30 Euston Square.
Furniture	<p>Briefing rooms x 2 (or one per circuit) Theatre style for 40</p> <p>Reception (level one) Registration desk with 2 chairs Photocopier 2 x PC's with internet access 2 x telephones</p> <p>Exam room 1 x examination couch 1 x locker 1 x desk with telephone and chair 3 x chairs</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>

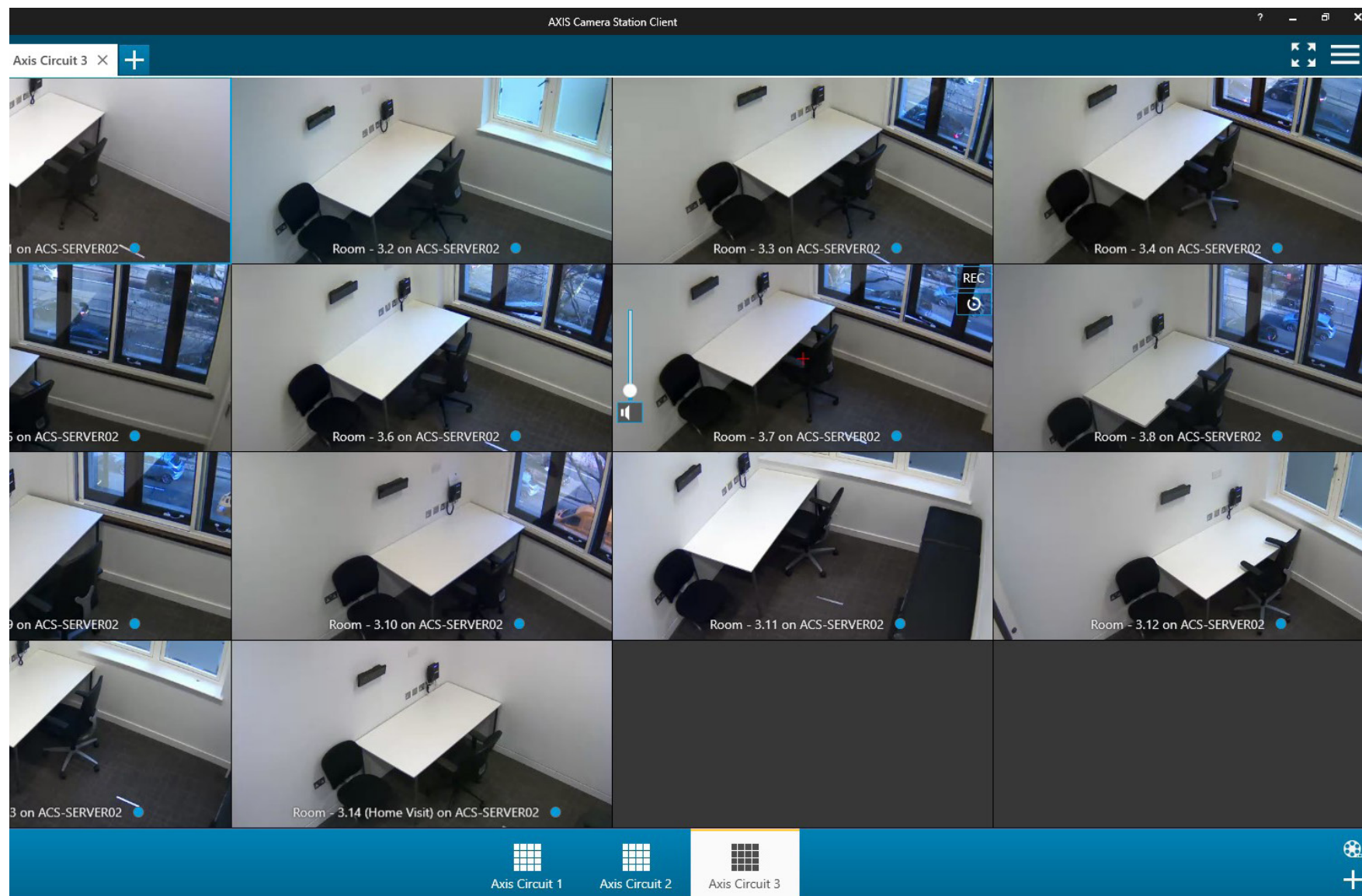
	Examination and Assessment Centre
Housekeeping	No materials to be stuck to the walls. All branding must be free standing.
Internet broadband (hard-wired)	A hard wired connection is available in the reception and at desk on level one.
Lighting	Dimmable lights in each exam room.
Maximum occupancy	n/a
Mobility impaired guests	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. Fully DDA compliant.
Power supply	13amp only.
Presentations	All presentations are to be provided a minimum of 2 working days in advance for Quality Assurance. 16:9 aspect
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	3 ladies, 7+ gents and 1 accessible.
WiFi	30 Euston Square provides a complimentary 1Gbps (16bps) WiFi service throughout the building using voucher codes or quick login.

The Examination and Assessment Centre AV

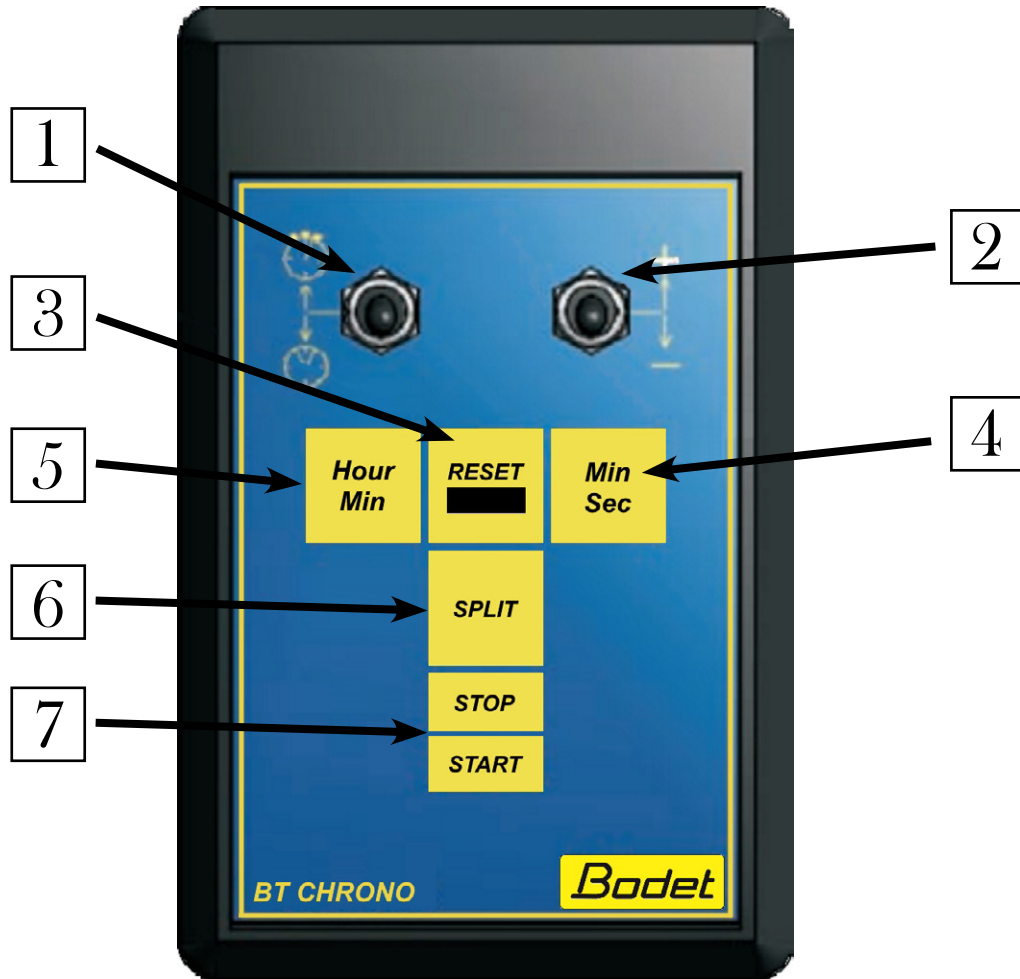
Briefing rooms (G18 and 1.1)	Observation room	Circuits	Exam room
Ceiling mounted projector Projects on to the wall	<p>The observation room control suite gives examiners full visual and audio access to all rooms as well as the ability to record and replay, this is via Axis camera system. Users of the Axis software will be expected to view, record and export from the remote monitoring room which consists of 3 Windows based client machines, one of each exam circuit. Exam Circuit 1 (blue), Exam Circuit 2 (red) and Exam Circuit 3 (purple).</p> <ul style="list-style-type: none">• 3 computer terminals• Audio and visual recording network - see following page• Ceiling mounted IP dome camera in each exam room• Single ceiling mounted drop microphone in each exam room• Camera positions can be moved	Circuit linked timer system - see following page	Clock timer - see following page Ceiling mounted dome camera Single ceiling mounted drop microphone

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.

Observation room recording network



How to use the timer



Key

1. Flip the switch to choose between count-down/up mode or clock mode. Please note the count-down mode is a pre-set value definable by the user. When finishing, the relay is ON and the buzzer will ring.

2. Press to choose either count-down/up whilst in count-down/up mode.

3. Press to reset the counter to zero, unless another value is preselected.

4/5. Use keys 4/5 to select hours/minutes or minutes/seconds of the console to use in count-down/up mode. Please note modification is done in accordance to what is already set by the count-down/up (+/-) switch.

6. Press key 6 for a 5 second time-out display. This time out is suspended by pressing +/- switch.

7. Press to turn the console on/off (start/stop timer). Press once to start/sound the buzzer and once to stop/sound the buzzer.



All the little extras we can help with

TV plasma (42" or 51") | £170.00 each

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

Perspex frosted lectern | £80.00

Laptop | £100.00

Remote mouse | £37.50

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

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

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

£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)

Dinner place cards/tent cards | £1.00 each

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

Telephone charges | POA

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

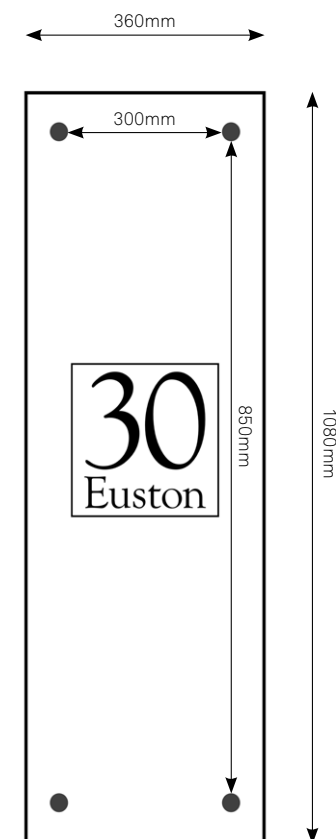
Branding, vinyl wraps, wall graphics, dance floors, uplight
bars, photo-booths, juke box, DJ, flowers, coloured linen
and event theming

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)

