



The State Rooms and Rooftop Terrace

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 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)
- 2 x 80" 4k capability relay screens available
- Seamless Switcher – Roland V-40HD
- PC Laptop Connection – HDMI, SDI
- Freeview via IPTV
- 4 mixed microphones package
- DDA – hearing induction loop

Other essentials

- Staging system available at (6m x 2m) £450 + VAT
- Lectern with 10" monitor at £160 + VAT
- AV technician from £450 + VAT
- Additional microphones at £85 + VAT each (up to 13 in total)

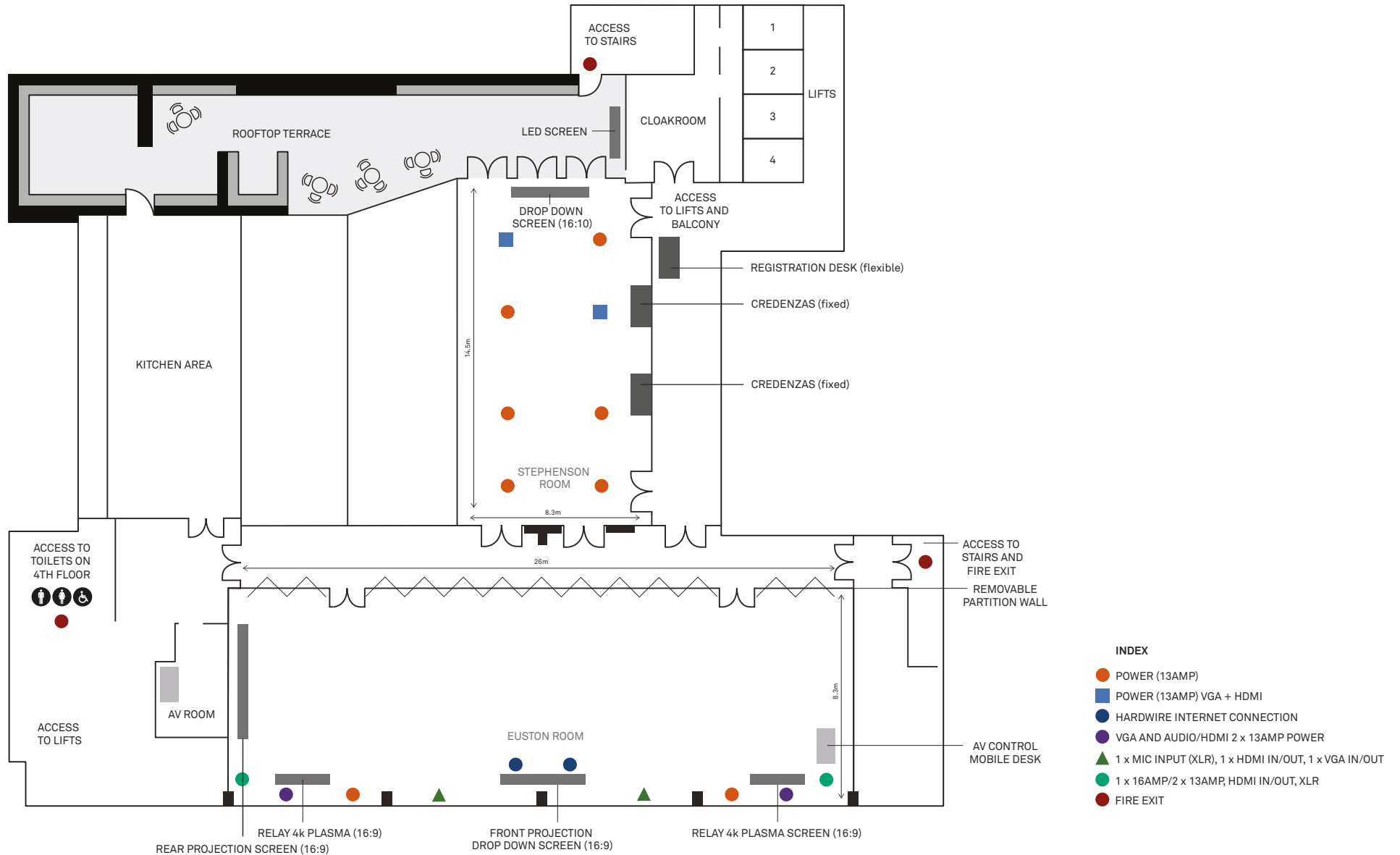


Maximum Occupancy (Capacities)

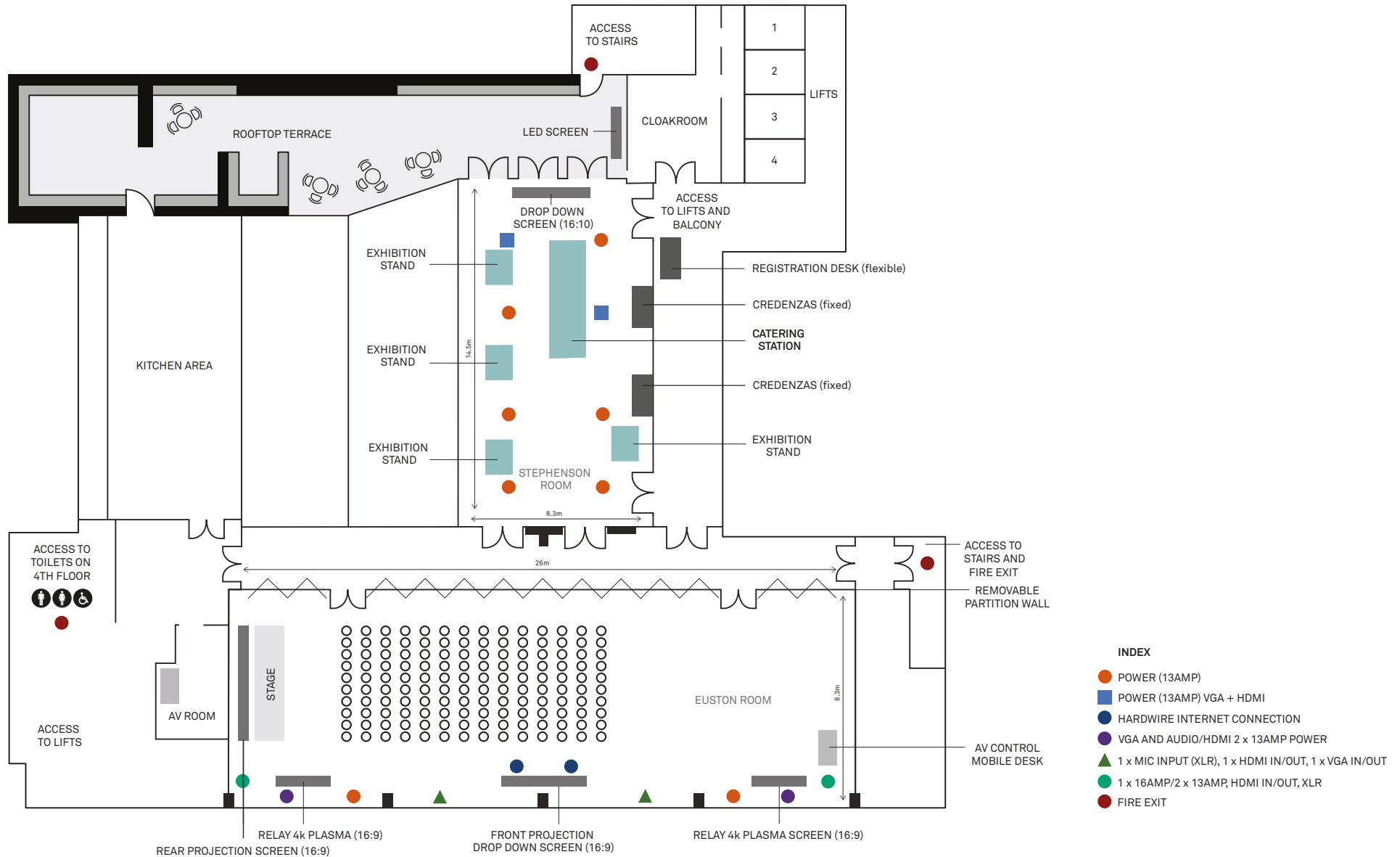
| Area | Stephenson | Euston | Whole floor events |
|-----------|------------|--------|--|
| Boardroom | 40 | 90 | 90 (Euston as main room, catering in Stephenson) |
| Theatre | 90 | 200 | 150 (Euston as main room, with catering in Stephenson) |
| Cabaret | 48 | 120 | 120 (Euston as main room, with catering in Stephenson) |
| U-Shape | 40 | 70 | 70 (Euston as main room, with catering in Stephenson) |
| Dinner | 60 | 160 | 160 (In Euston with drinks reception in Stephenson) |
| Reception | 120 | 200 | 230 |



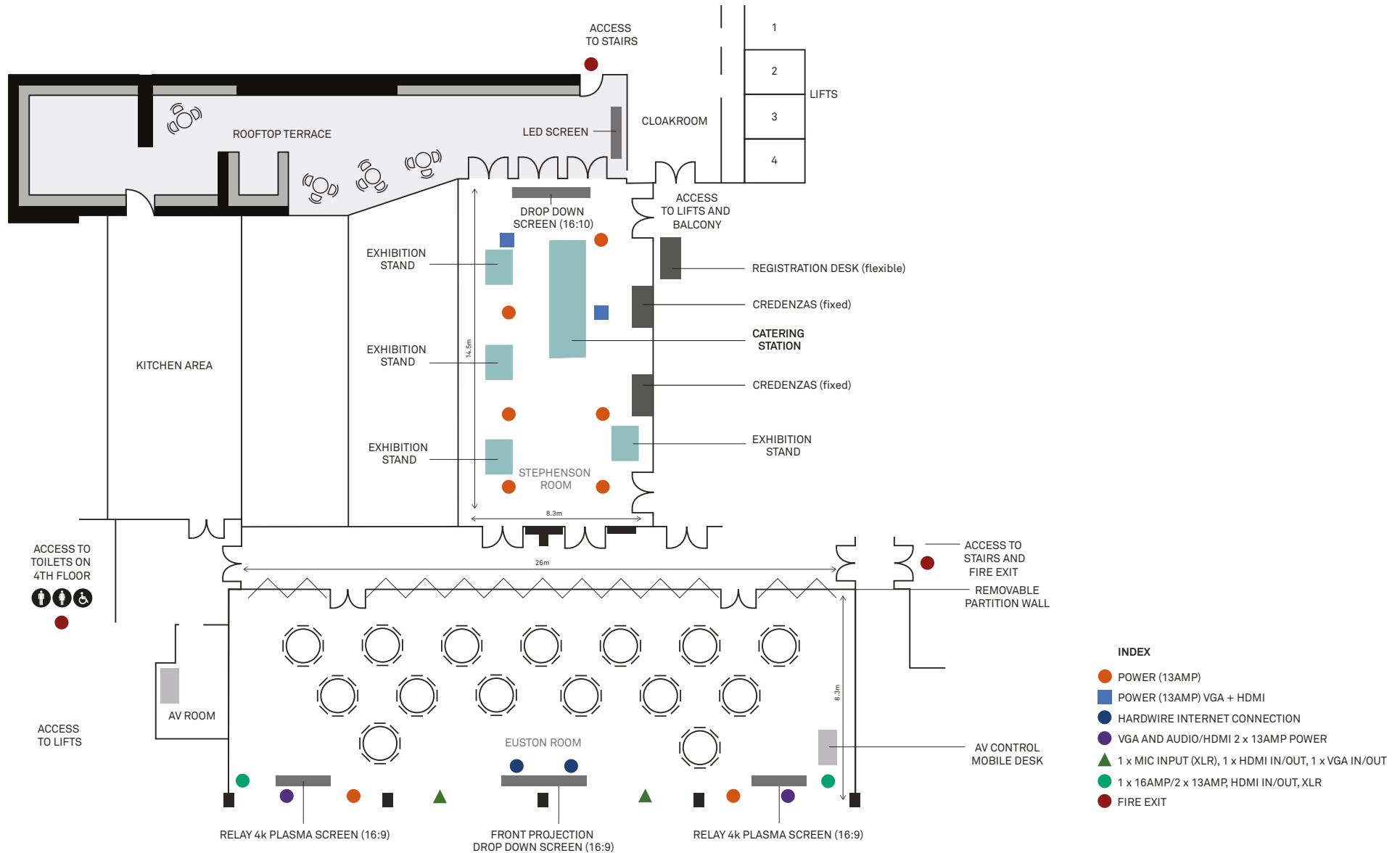
5th Floor State Rooms Base Plan



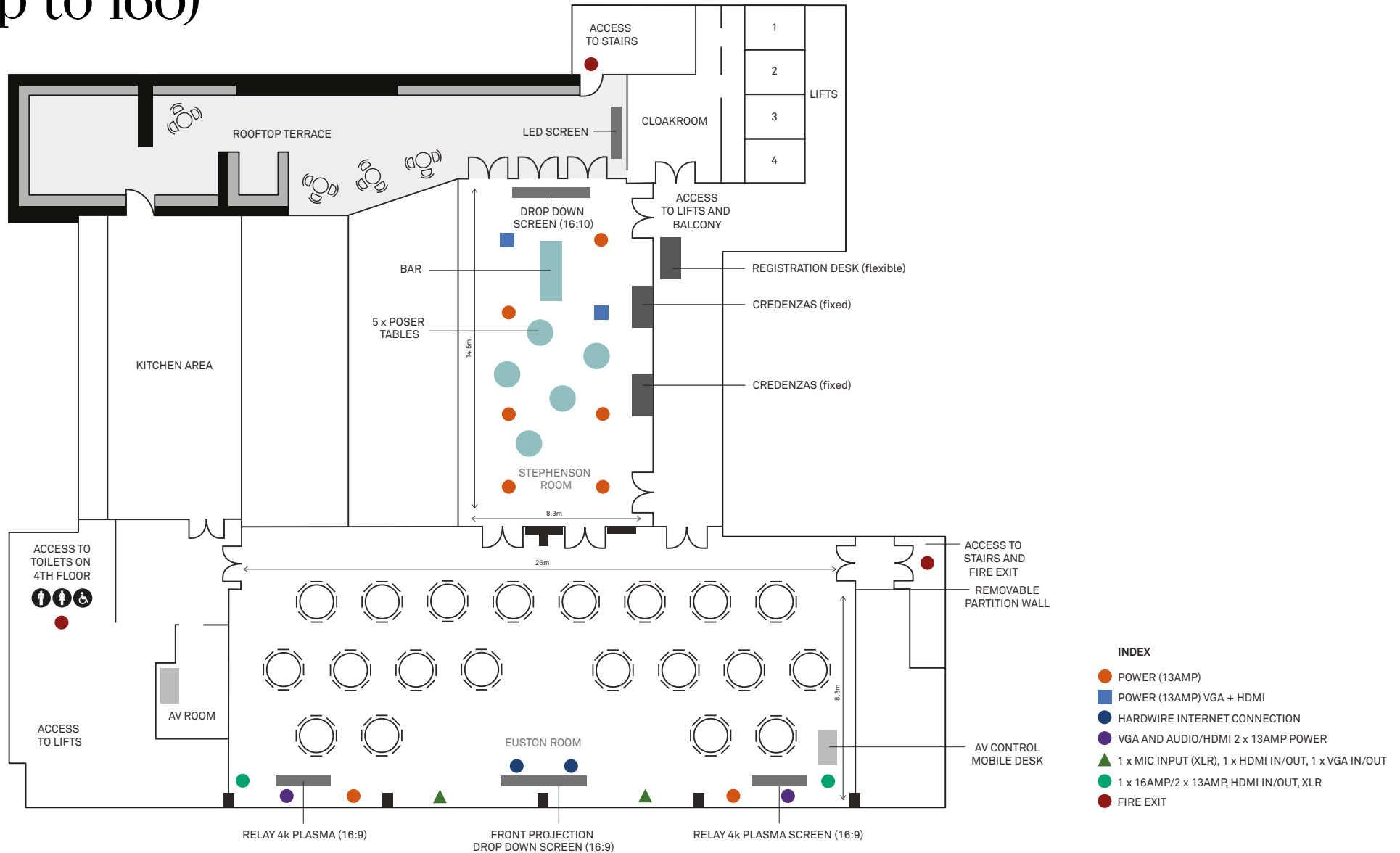
5th Floor State Rooms - Theatre Style (up to 150)



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 | 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. 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 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) | |
| AV | All AV to be managed via 30 Euston Square in-house Team. | |
| Branding opportunities/ Signage | Lectern Logo plate – Standard size 3mm (d) (acrylic or foamex) 360mm (w) x 1080mm (h). Hole (11mm diameter) centres at 300mm x 850mm. A template is provided on the last page of this document. | A pop up banner/sign can be put on the 5th floor. A metal sign for an A3 sign (portrait or landscape) is provided. Lectern Logo plate – Standard size 3mm (d) (acrylic or foamex) 360mm (w) x 1080mm (h). Hole (11mm diameter) centres at 300mm x 850mm. A template is provided on the last page of this document. |
| Ceiling height | 2.5m at the lowest point. | 2.5m at the lowest point. |
| Cloakroom and registration | Staffed cloakroom Registration desk with 2 chairs | |
| 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 | All food and drink to be provided by 30 Euston Square. If an exhibitor wishes to do sampling, please liaise with your Event Manager. | |
| 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 £160 + VAT.</p> <p>Stage 6m(w) x 2m(h) in 1m blocks at £425 + VAT.</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 | No materials to be stuck to the walls. All branding must be free standing. | |
| 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. LED wireless coloured uplighters at £395 + VAT for 6 or £650 + 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 1920 X 1080 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

Packages A - Required for all events requiring AV Services

| £450 Available Equipment | |
|---|--|
| <p>Euston</p> <p>Portrait orientation</p> <p>Rear projection screen – 1.92m(h) x 3.04m(w) aspect ratio 16:9.</p> <p>Landscape orientation</p> <p>Front projection screen – 1.32m(h) x 2.33m(w) aspect ratio 16:9.</p> <p>Vision</p> <ul style="list-style-type: none">• 7,000 lumens HD Digital Projector (front projecting)• 5,400 lumens HD Digital Projector (rear projecting)• Seamless Switcher – Roland V-40HD• 10” Monitor lectern mounted• PC Laptop Connection – HDMI, SDI• Freeview via IPTV <p>Audio</p> <ul style="list-style-type: none">• 4 mics included• Yamaha TF3 Digital audio mixing desk• High quality sound speaker system for Blu-Ray/DVD/ Video playback• Discreet ceiling speakers for speech re-enforcement | <p>Stephenson</p> <ul style="list-style-type: none">• Drop down screen and projector controlled by Creston. Aspect ratio 16:10• 1 hand-held, 1 lapel <p>High quality sound speaker system</p> <p>Roof Terrace</p> <ul style="list-style-type: none">• LCD screen <p>Bose speaker system for background music</p> <p>Ancillaries</p> <ul style="list-style-type: none">• Mobile live AV event rack• IPTV Server Link (Exterity)• Internet broadband connection – Hard wired to desk and lectern• DDA - Hearing Induction Loop <p>Lighting</p> <ul style="list-style-type: none">• 4 Pre-set scenes for Euston system (House lights) <p>AV Technician (Guidelines only and will be based on final requirements)</p> <ul style="list-style-type: none">• Including 1 audio and video technician |

Packages B - Camera Recording

| £1,400.00 Included items |
|--|
| <ul style="list-style-type: none">• 2 BirdDog 4K PTZ cameras on remote pan and tilt heads fitted with HD/SDI output cards connected to a Roland vision mixer connected to a hard disc recorder.• 1 positioned at the rear of the Euston for wide views of the stage and 1 located at the rear 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).• Including 1 camera/video technician. |

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

Package C - Live Streaming

£1,950.00 | Included items

- 2 BirdDog 4K PTZ cameras on remote pan and tilt heads fitted with HD/SDI output cards connected to a VMix Machine for Streaming (client to provide details for Video Streaming/Hosting Platform).
- 1 camera positioned at the rear of the Euston for wide views of the stage and 1 located at the rear or at the stage for presenter and audience views.
- Including 1 camera/video technician.

Package D - Live Streaming and Recording Combo

£2,400.00 | Included items

- 2 BirdDog 4K PTZ cameras on remote pan and tilt heads fitted with HD/SDI output cards connected to a VMix Machine for Streaming and to a hard disc recorder (client to provide details for Video Streaming/Hosting Platform).
- 1 positioned at the rear of the Euston for wide views of the stage and 1 located at the rear 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 streaming/recording transmission.
- Including 1 camera/video technician.

Package E - True Hybrid Solution

From £5,500.00 | Included items

- Our True Hybrid Solution is run on the all-in-one event platform from Glisser, which is an award winning meetings and events platform to facilitate hybrid events worldwide. Focused on audience engagement, wherever you are.
- It offers our clients with unique branding opportunities and an unlimited number of remote delegates. Our True Hybrid Solution offers an unequalled experience for both remote and physical attendees including delegate engagement tools make Q&A, polling and voting seamless to those at the venue and at remote locations.
- Events are all about learning, networking and meeting new services and products. Our True Hybrid Solution has the ability to cater for these needs so your remote attendees do not miss out. Included in our package are virtual breakout rooms that allow your remote delegates to meet others and virtual sponsor rooms which enable your sponsors to connect with the remote audience.
- Includes 2 audio video technicians, 1 camera operator, 1 hybrid platform operator, and 1 v-mix operator - additional technicians and equipment may be required dependant on client requirements.
- Please refer to True Hybrid Solution Brochure for more Information.

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

TV plasma

Each TV plasma (51") | £190.00 each

Perspex frosted lectern with integrated 10" monitor and microphone (Euston only) | £160.00

Perspex frosted lectern | £95.00

Laptop | £100.00

Remote mouse / clicker | £40.00

Stage with charcoal carpet and skirting (6m x 2m) – available in (1m x 1m) | £450.00

Additional microphones – lapel, top table, roving | £85.00 each

LED wireless-coloured uplighters (RGB colour mixing) | £75.00 each | 6 for £395.00, 12 for £650.00

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

AV tech for evenings – 4 hours | £280.00

AV tech for Saturday – 8 hours | £550.00

AV tech for Sunday – 8 hours | £600.00

Additional hour/s | £50.00 per hour

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) | £25.00 each

Early access – from 7am | £675.00 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 | £20.00 per hour (min 8 hours)

Event hosts/reception staff/cloakroom | £20.00 per hour (min 4 hours)

Dinner place cards/tent cards | £1 each

Photocopying - A4/A3 (black and white) | 25p/50p, A4/A3 (colour) | 50p/90p

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

30ES Branded Audience Catch Box microphone | £125

All prices are subject to VAT.

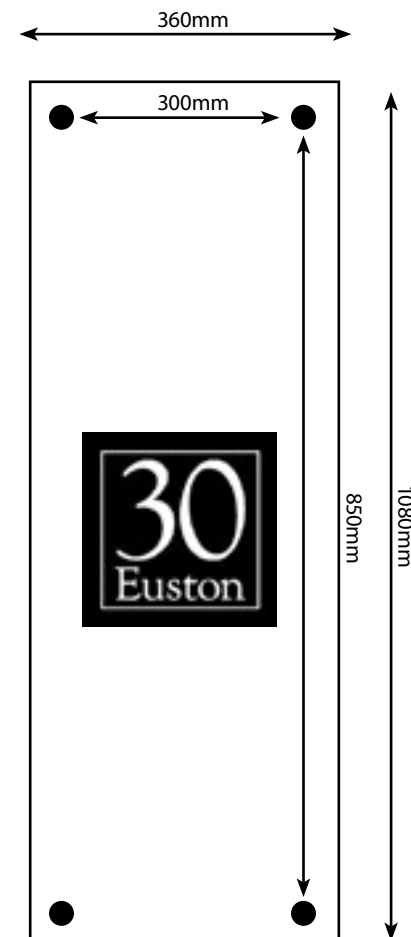
For further information please contact:

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)

An icon in the heart of the city

