

30 | Euston
Square

MEETINGS | EVENTS



STATE ROOMS AND ROOFTOP TERRACE

DELVE INTO THE DETAILS,
UNCOVER OUR VENUE'S
KEY METRICS

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THE VITAL STATISTICS

STATE ROOMS AND ROOFTOP TERRACE

Our 230 capacity top floor State Rooms, Euston and Stephenson, and adjoining Rooftop Terrace offer versatile event options with natural daylight and stunning views.

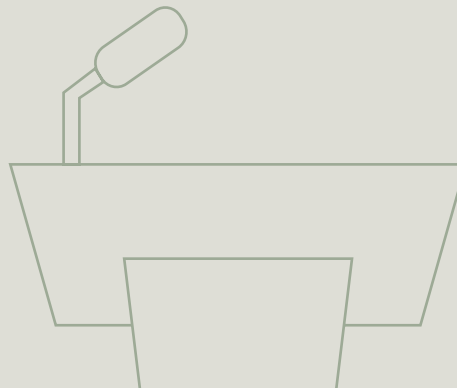
The Penthouse State Rooms, Euston and Stephenson, together form the second-largest space available at our venue. These rooms are bright, airy, and provide a contemporary atmosphere from day to evening.

The Euston Room, which serves as the main meeting space, offers two options for screen locations, portable staging, and built-in PA system. This setup creates a versatile facility that can be arranged in various layouts to meet your needs.

The adjoining Stephenson Room and Rooftop Terrace are ideal for comfort breaks,

small exhibitions with up to four stands, and networking drinks receptions. The skylights in both rooms allow plenty of natural daylight, which is highly desirable for all-day meetings.

In addition to being used independently, the State Rooms can also be utilised as breakout spaces for events held in the Auditorium, offering flexibility and convenience for larger gatherings.





AUDIO VISUAL AND FACILITIES

THE AREA IS SELF-CONTAINED, FEATURING A FLEXIBLE, DEDICATED REGISTRATION AREA AND MANNED CLOAKROOM. THE TWO ROOMS PROVIDE MULTIPLE LAYOUTS AND CAN BE USED TOGETHER TO CREATE STUNNING EVENTS.

The rooms are equipped with ergonomic chairs designed for eight-hour use and benefit from abundant natural light, ensuring delegate comfort. Integrated AV blinds, dimmable lighting, and various screen options offer a sophisticated presentation experience.

Additionally, the decorative lighting features and the Rooftop Terrace, with wooden decking, gas heaters, BBQ, LCD screen, and Bose speaker system, provide a stylish and functional enhancement for receptions and networking events.

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) £470 + VAT
- Lectern with 10" monitor at £165 + VAT
- AV technician from £525 + VAT
- Additional microphones at £89 + VAT each (max 13 total)



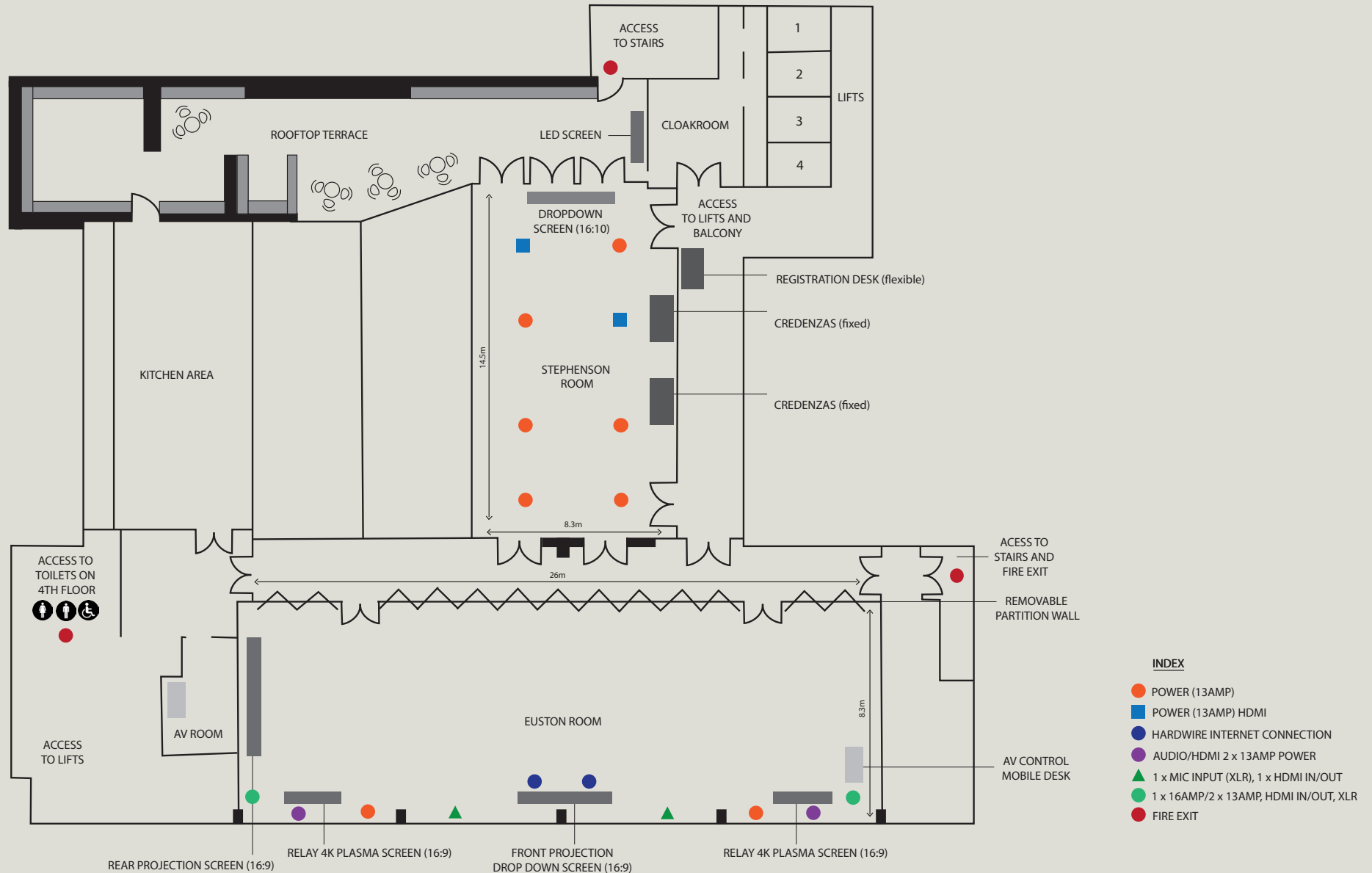
MAXIMUM OCCUPANCY (CAPACITIES)

CAPACITIES MENTIONED REFER TO THE EUSTON AND STEPHENSON ROOMS INDIVIDUALLY, AS WELL AS TO EVENTS UTILISING THE ENTIRE FLOOR IN COMBINATION WITH THE ROOFTOP TERRACE.

AREA	STEPHENSON ROOM	EUSTON ROOM	WHOLE FLOOR EVENTS
Boardroom	40	90	90 (Euston as main room, catering in Stephenson)
Theatre	90	200	200 (Euston as main room, catering in Stephenson)
Cabaret	48	120	120 (Euston as main room, catering in Stephenson)
U-Shape	40	70	70 (Euston as main room, catering in Stephenson)
Dinner	60	160	160 (Dinner in Euston, reception in Stephenson)
Reception	120	200	230 (Whole floor together with the Rooftop Terrace)

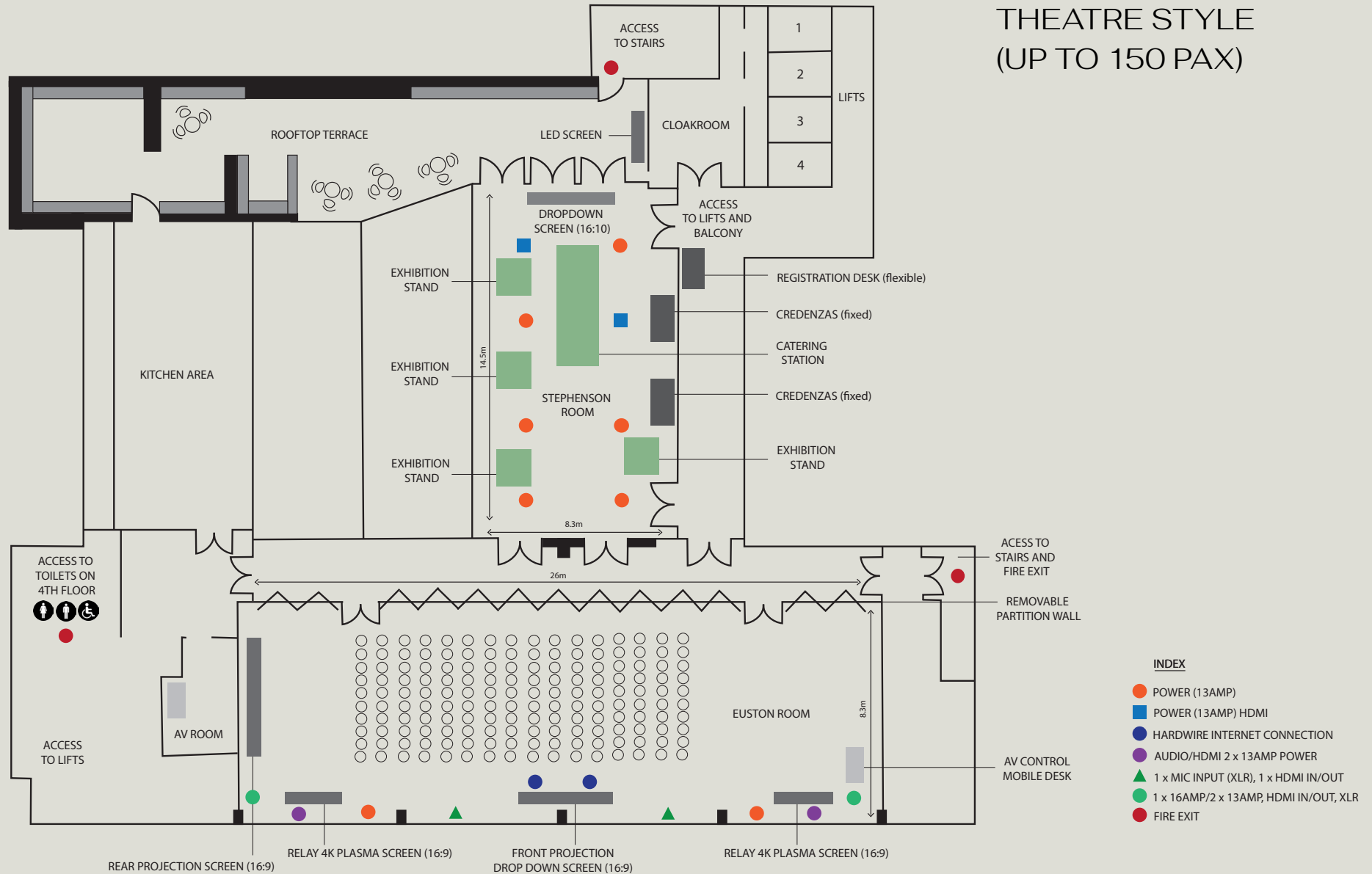


FLOORPLAN - BASIC



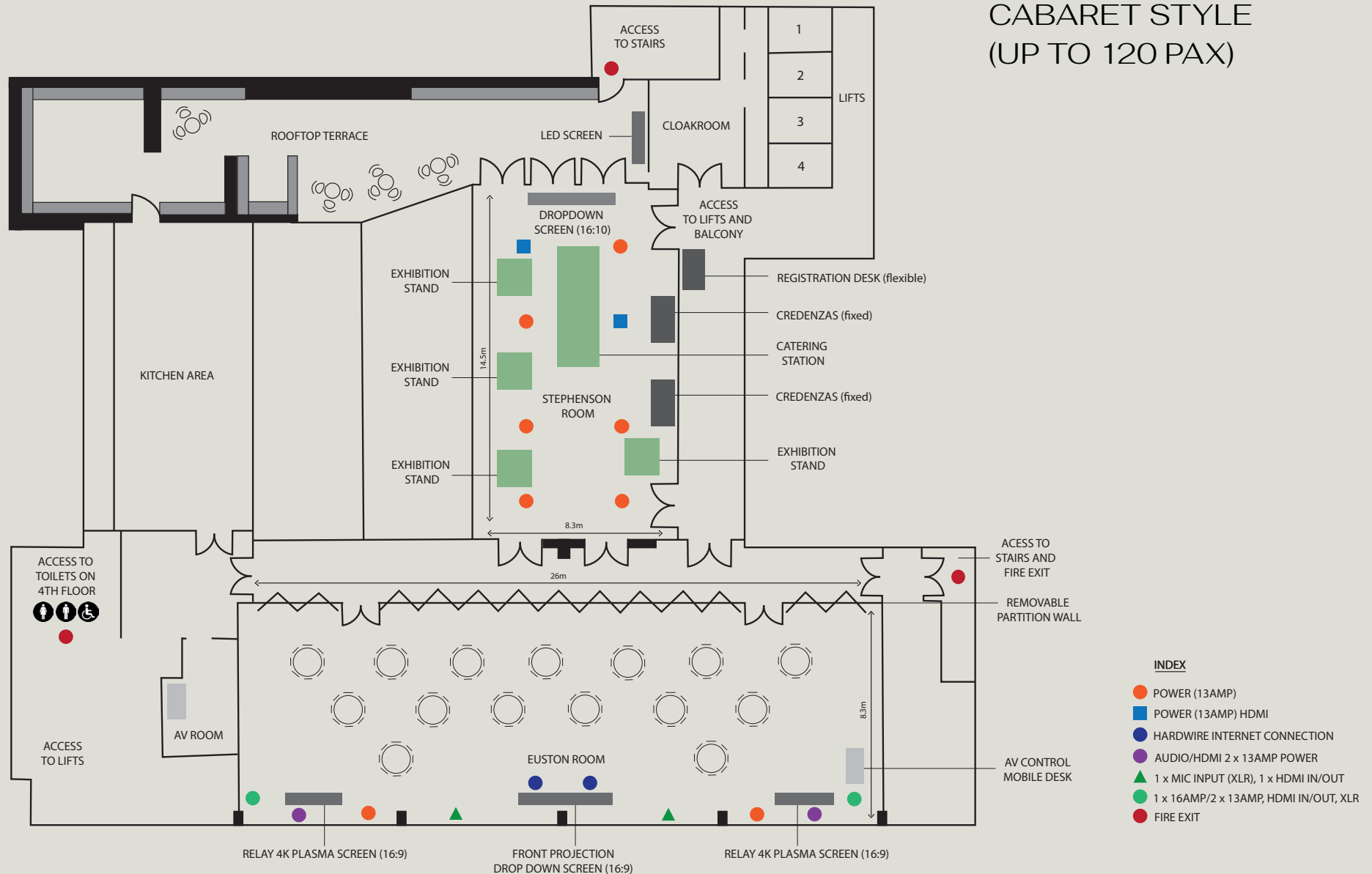
FLOORPLAN - A

THEATRE STYLE
(UP TO 150 PAX)



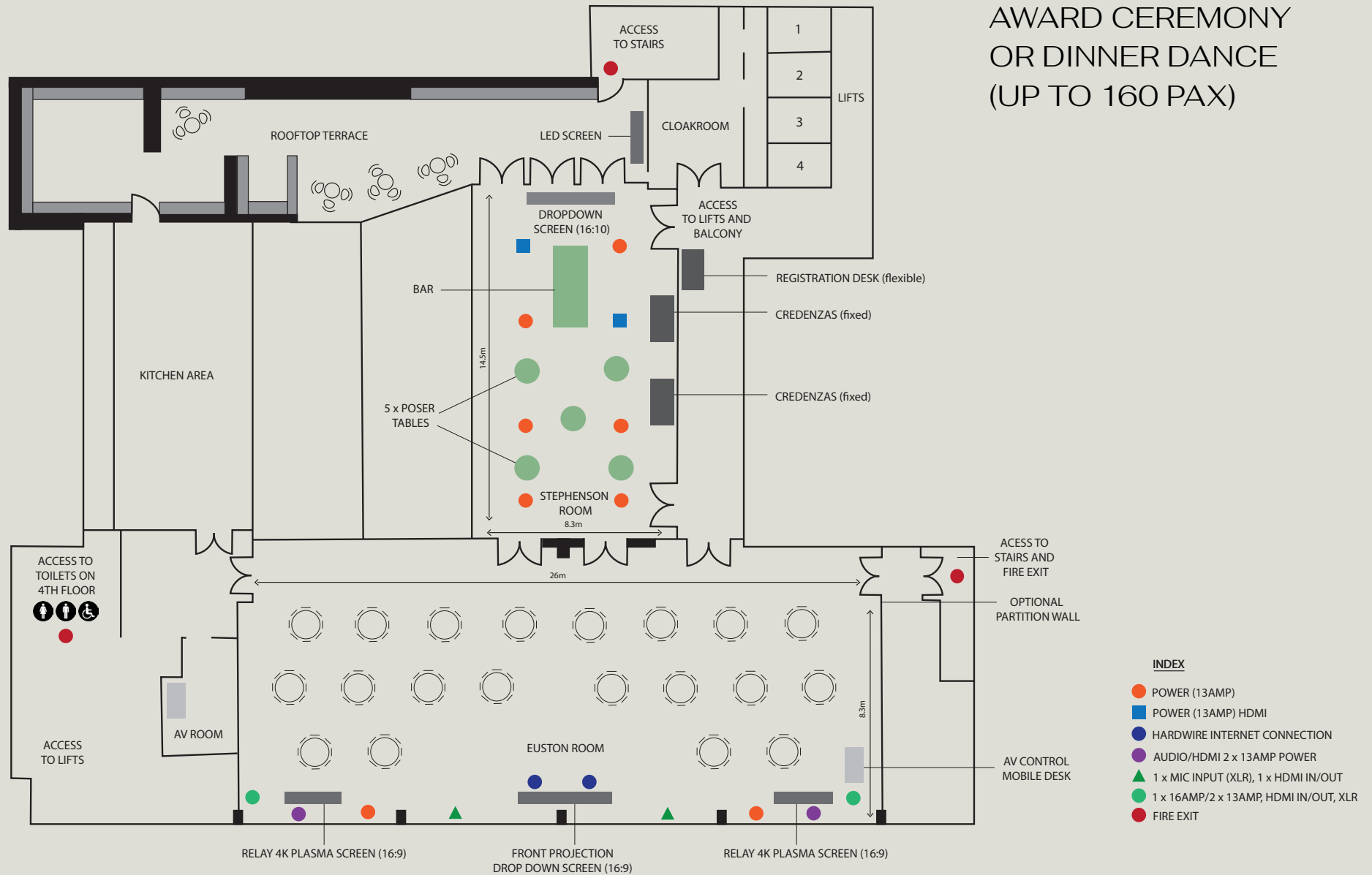
FLOORPLAN - B

CABARET STYLE
(UP TO 120 PAX)



FLOORPLAN - C

AWARD CEREMONY
OR DINNER DANCE
(UP TO 160 PAX)



IMPORTANT INFORMATION

	STEPHENSON ROOM	EUSTON ROOM
ACCESS GOODS LIFT	<p>Access to the State Rooms is via our goods lift located on Stephenson Way. The lift will be operated by 30 Euston Square during the hours of 7am – 4pm, Monday – Friday. Entrance (road level): 2m(w) x 1.90m(h) Goods lift: 2.45m(d) x 2.65m(w) 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 is to be managed via 30 Euston Square in house team.	
BRANDING OPPORTUNITIES/ SIGNAGE	<p>Lectern front plate – Standard size 3mm (acrylic or foamex) 360mm x 1080mm. Hole (11mm diameter) centres at 300mm x 850mm.</p> <p>Logo plate – Standard size 3mm (d) (acrylic or foamex) 360mm (w) x1080mm (h). Hole (11mm diameter) centres at 300mm x 850mm.</p> <p>A template is provided on the last page of this document.</p> <p>Main screen - Either side and below the screen can be branded, please ask your Event Organiser for advice on sizing.</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 front plate – Standard size 3mm (acrylic or foamex) 360mm x 1080mm. Hole (11mm diameter) centres at 300mm x 850mm.</p> <p>Logo plate – Standard size 3mm (d) (acrylic or foamex) 360mm (w) x1080mm (h). Hole (11mm diameter) centres at 300mm x 850mm.</p> <p>A template is provided on the last page of this document.</p> <p>LED screens - included in the package 2 x 80" 4K Landscape LED screens can be used for your individual corporate logo or a presentation.</p>
CEILING HEIGHT	2.5m at the lowest point	2.5m at the lowest point
CLOAKROOM AND REGISTRATION	Staffed cloakroom Registration desk with 2 chairs	Staffed cloakroom Registration desk with 2 chairs
CONTRACTORS	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 ROOM	EUSTON ROOM
DELIVERIES AND COLLECTIONS	<p>All deliveries and collections must be clearly labelled. Delivery time and date to be agreed in advance by the Events team. 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>	
FACILITIES	<p>Integrated AV blinds. Air conditioning. Decibel rate – 85db</p>	<p>Integrated AV blinds. Air conditioning. 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>Top table for 1 to 8 people maximum. Buffet tabling for service of food and drink. 6 poseur tables. Registration desk. For exhibition stands we can provide 4 tables with 2 chairs each. Additional tables are chargeable on request.</p>	<p>5ft round tables for up to 8 guests. 6ft round tables for up to 10 guest. Comfortable chairs. Acrylic lectern – 1.10m(h) x 0.65m(w) x 0.38m(d) at £165 + VAT. Stage 6m(w) x 2m(h) in 1m blocks at £475 + VAT.</p>
HEALTH, SAFETY AND RISK ASSESSMENT	<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>	
HOUSEKEEPING	<p>All branding areas must be approved. No materials to be stuck to the walls. All branding must be free standing unless pre-approved.</p>	
INTERNET BROADBAND (HARD-WIRED)	<p>A hard wired connection is available in certain locations. See floor plan.</p>	

	STEPHENSON ROOM	EUSTON ROOM
LIGHTING	Dimmable lighting system. Natural daylight with integrated AV blinds. LED wireless coloured uplighters at £415 + VAT for 6 or £685 + VAT for 12	
MAXIMUM OCCUPANCY	Maximum 230 pax on the whole 5th floor including Euston Room, Stephenson Room and Rooftop Terrace.	
MOBILITY IMPAIRED AND HARD OF HEARING 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).	13amp only. (Please see attached plan for locations).
PRESENTATIONS AND CONTENT	All presentations and running orders are to be provided a minimum of 2 working days in advance for quality assurance. 16:9 aspect ratio Font size above 12pt Prezzie supported subject to specification Volume 50/60hz, resolution 1920 x 1080 and above	All presentations and running orders are to be provided a minimum of 2 working days in advance for quality assurance. 16:9 aspect ratio Font size above 12pt Prezzie supported subject to specification Volume 50/60hz, resolution 1920 x 1080 and above
SECURITY	Venue security will be present at the main reception area. If you require additional security/stewarding for your event, please enquire your Event Manager - (Price on Advise).	
TOILETS	Located on the 4th floor, accessible by stairs or elevators. 10 ladies, 6+ gents and 1 accessible and baby-changing facilities available.	
WIFI	30 Euston Square provides a complimentary up to 1GBps (16bps) Wi-Fi service throughout the building. With generous quantities of access points for the State Rooms and Rooftop Terrace, 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 AUDIO/VISUAL



PACKAGE A - REQUIRED FOR ALL EVENTS REQUIRING A/V SERVICES

£525.00

EUSTON ROOM:

REAR PROJECTION SCREEN (PORTRAIT)

1.92m(h) x 3.04m(w), up to 4K resolution, aspect ratio of 16:9

FRONT PROJECTION SCREEN (LANDSCAPE)

1.32m(h) x 2.33m(w), up to 4K resolution, aspect ratio of 16:9

VISION

- 7,000 lumens HD Digital Projector (front projecting)
- 5,400 lumens HD Digital Projector (rear projecting)
- Seamless Switcher – Roland V-40HD
- PC Laptop Connection – HDMI, SDI
- Freeview via IPTV

AUDIO

- 4 microphones 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

AV TECHNICIAN (MINIMUM REQUIREMENTS SUBJECT TO FINAL SPECIFICATIONS)

- Including 2 audio and video technicians

STEPHENSON ROOM:

DROP DOWN SCREEN AND PROJECTOR

2.32m(h) x 3.33m(w), aspect ratio of 16:9

1 hand-held, 1 lapel

High quality sound speaker system

LIGHTING

- 4 x pre-set scenes for Euston system (House lights)
- Moooi lighting luxury chandeliers
- Fairy ambiance lighting on Rooftop Terrace

ROOF TERRACE

- LCD screen
- Bose speaker system for background music

ANCILLARIES

- Mobile live AV event rack
- IPTV Server Link (Exterity)
- Complimentary high speed internet connection (Hard wired to desk and lectern)
- DDA - Hearing Induction Loop x 3



STATE ROOMS AUDIO/VISUAL



PACKAGE B – CAMERA RECORDING

£1,500.00

- 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 Room for wide views of the stage and one 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.

PACKAGE D – LIVE STREAMING & RECORDING **£2,500.00**

- 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 Room for wide views of the stage and one 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 C – LIVE STREAMING

£2,000.00

- 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).
- One camera positioned at the rear of the Euston Room for wide views of the stage and one located at the rear or at the stage for presenter and audience views.
- Including 1 camera/video technician

PACKAGE D – THE HYBRID SOLUTION

£6,000.00

- Our True Hybrid Solution is run on the all-in-one event platform powered by CrowdComms, which is an award winning meetings and events platform to facilitate hybrid events worldwide. Focused on audience engagement, wherever you are.
- Our True Hybrid Solution provides unparalleled branding opportunities for clients and accommodates an unlimited number of remote delegates. With seamless delegate engagement tools like Q&A, polling, and voting, both physical and remote attendees enjoy an unmatched experience.
- Our package includes virtual breakout rooms for remote delegates to connect with others and virtual sponsor rooms for sponsors to engage with the remote audience.
- Including 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.

ALL THE LITTLE EXTRAS WE CAN HELP WITH

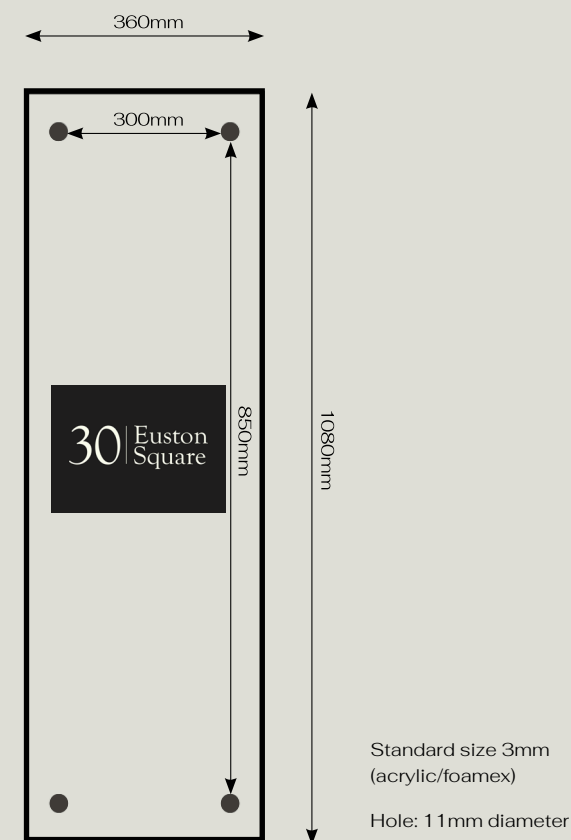
Reception screen signage	£300.00
51" screen on Axia stand	from £190.00 each
Perspex frosted lectern with integrated comfort monitor and microphone (Euston Room only)	£165.00
Lectern countdown clock (Euston Room only)	£65.00
Perspex frosted lectern	£100.00
Laptop	£105.00
Remote mouse	£42.00
Stage with charcoal carpet and skirting (6mx2m)	£475.00
Additional microphones (lapel, top table, roving)	£89.00 each
Headset microphone	£99.75
LED wireless coloured uplighters (RGB colour mixing)	£79.00 each 6 for £415.00 12 for £685.00
AV tech for 10 hours (daytime – earliest start 7am)	£525.00 + VAT
Monday – Friday daytime	£65.00 per hour extra
AV tech for evenings	£375.00 4 hours
AV tech for Saturday	£630.00 10 hours
AV tech for Sunday	£630.00 10 hours
Flip chart and pens	£50.00
Black velcro compatible poster boards x10	£525.00 £63.00 each

Silver bus stop signs (A3 size x 3)	£25.00 each
Exhibitors desk (additional)	£45.00 each
Early access – from 7am	£700.00 per hour
After hours charges 11pm – 12am (includes venue hire, security and staffing)	£1,250.00
After hours charges – 11pm – 1am (includes venue hire, security and staffing)	£1,750.00
Security (min 8 hours)	£29.50 per hour
Event hostesses/reception staff/cloakroom	£23.00 per hour
Dinner place cards/tent cards	£1.00 each
Photocopying	
A4/A3 (black and white)	30p/60p
A4/A3 (colour)	60p/90p
Telephone charges	POA
Dance floor (black and white 4m x 4m)	£475.00
Mobile PA System (2 microphone & speakers)	£475.00

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.

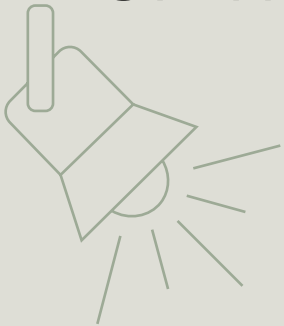
*All prices are subject to VAT.

LOGO PLATE



Standard size 3mm (acrylic/foamex)
Hole: 11mm diameter

AN ICON IN THE HEART OF THE CITY



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