

A photograph of three business professionals in a meeting room. A woman in a green blazer sits on the left, a woman in a white blazer sits in the middle pointing at a tablet, and a man in a dark suit sits on the right. They are gathered around a table with a water bottle and a laptop. Large windows in the background show an outdoor scene. The image is overlaid with a white grid and semi-circular patterns.

30 | Euston  
Square

Examination  
and  
Assessment Centre  
Vital Statistics

# The Vital Statistics

## Understand the specifications of our purpose built Exam 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, one 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.

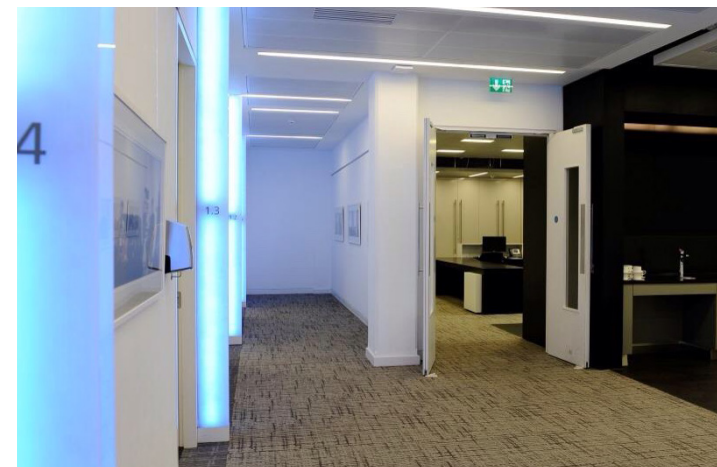
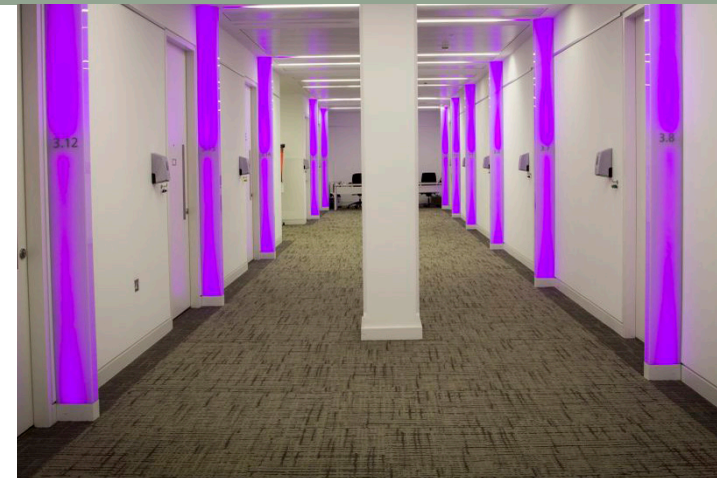


# The Vital Statistics

- 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
- 1 briefing room 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:

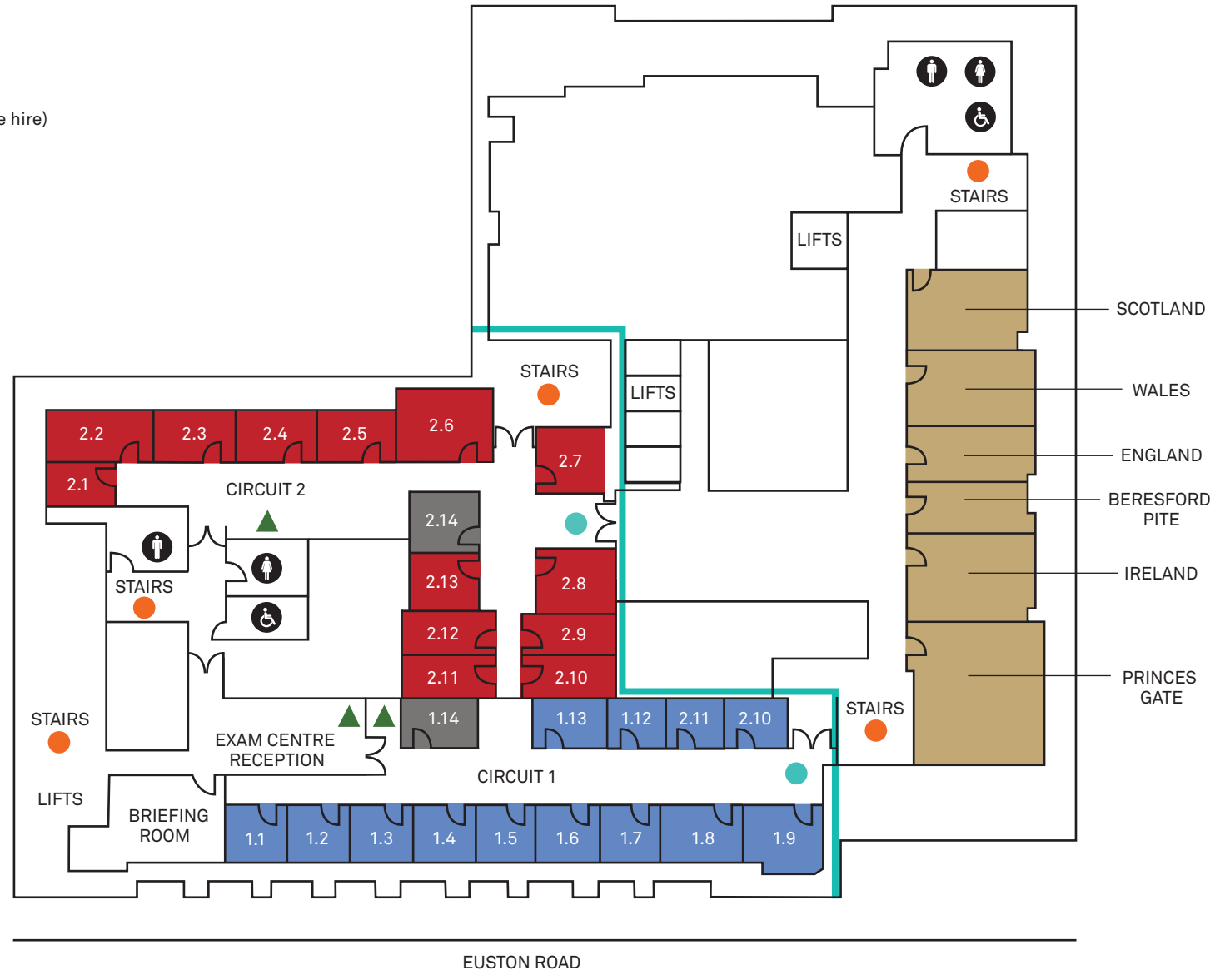
- Examination couch
- Desk and telephone and chair
- Clock timer
- 3 chairs
- Locker



# Red and Blue Circuit Floorplan

## 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





# Important Information

ACCESS GOODS LIFT	<p>Access to the Exam Centre is via our goods lift located on Stephenson Way, the lift will be operated by 3OES during the hours of 7am – 7pm 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 3OES 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 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	<p>Plasma in reception entrance (ground floor) can incorporate your logo/name of event. (Additional charge at £500.00)</p>
CLOAKROOM AND REGISTRATION	<p>Dedicated cloakroom on the ground floor managed by the receptionist.</p> <p>Self service cloakroom cupboards in briefing room.</p>
CONTRACTORS/ EXHIBITORS	<p>Any contractors are to provide Risk Assessment Method Statements (RAMS), PAT Test certificates and Public Liability Insurance (PLI) 2 weeks before the event with a detailed kit list.</p>
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>

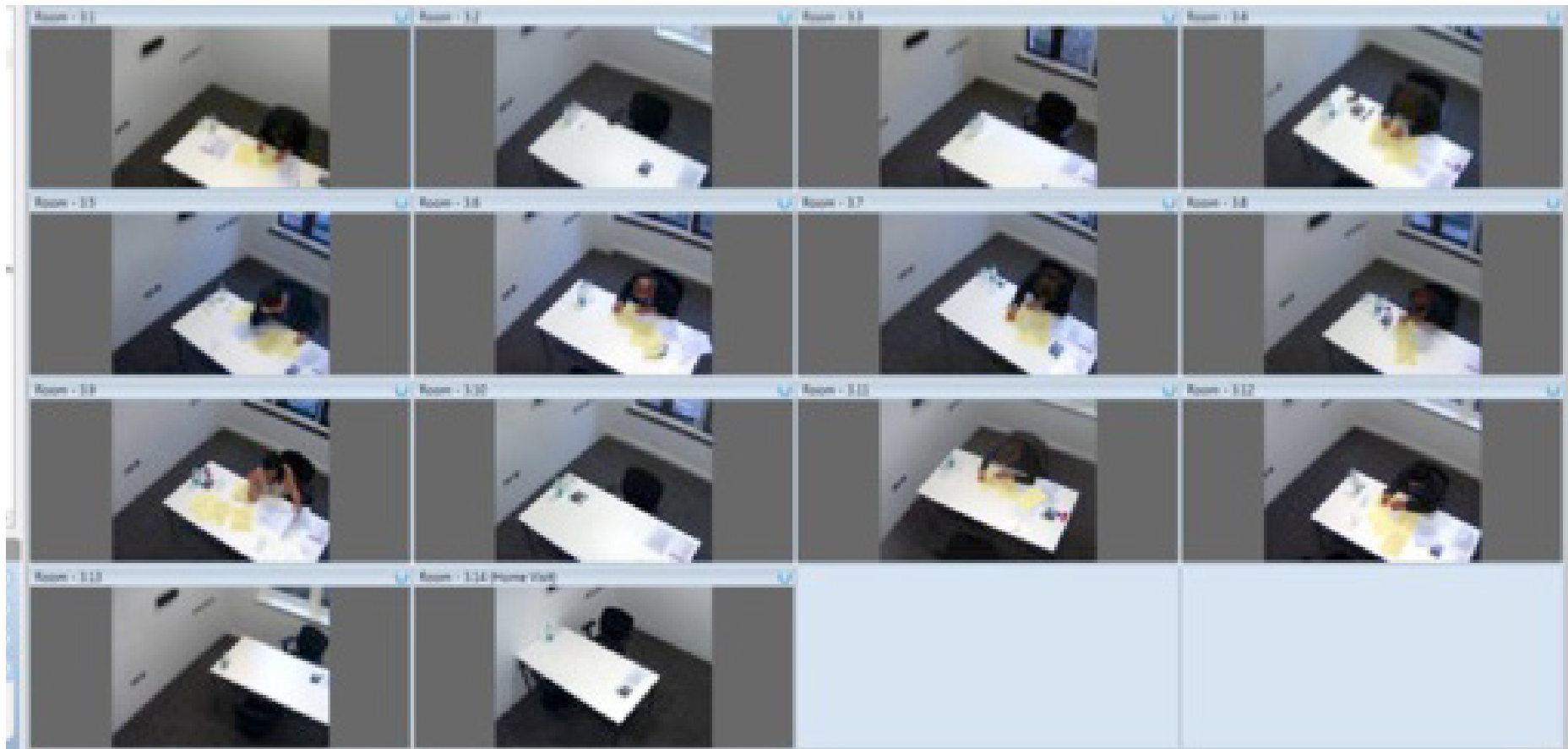
<p>DELIVERIES AND COLLECTIONS</p>	<p>All deliveries and collections must be clearly labelled.</p> <p>Deliveries to be sent to the following address;</p> <p>Name of the Event Manager (at 30 Euston Square)  Name and date of the function,  30 Euston Square at RCGP  Stephenson Way  Euston Square  London 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>
<p>FACILITIES</p>	<p>Each exam room has controls for lighting, heating and cooling and blinds.</p> <p>Sound proofed.</p>
<p>FOOD AND DRINK</p>	<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 Contact.</p>
<p>FURNITURE</p>	<p>Briefing rooms x 2 (or one per circuit)  Theatre style for 40  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>
<p>HEALTH, SAFETY AND RISK ASSESSMENT</p>	<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	No materials to be stuck to the walls. All branding must be free standing.
INTERNET BROADBAND (HARD-WIRED)	A hard wired connection of up to 1GBps is available in the reception and at desk on level one.
LIGHTING	Dimmable lights in each exam room.
MAXIMUM OCCUPANCY	4pax per room
MOBILITY IMPAIRED AND HARD OF HEARING 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.
RISK ASSESMENT	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 300MBps WiFi service throughout the building using voucher codes or quick login.

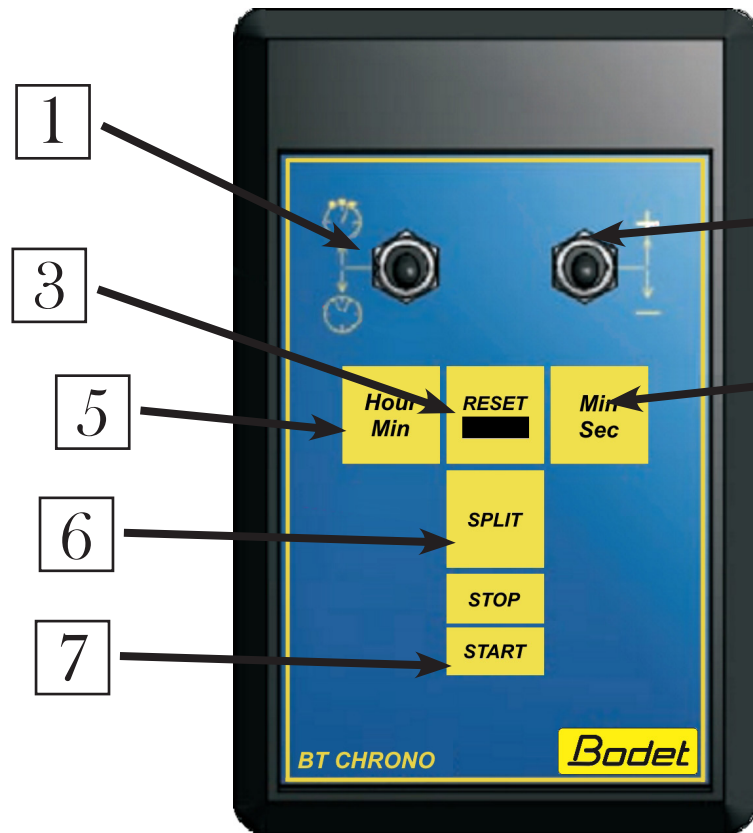
# The Examination and Assessment Centre AU

BRIEFING ROOM	OBSERVATION ROOM	CIRCUITS	EXAM ROOM
<p>Ceiling mounted projector Projects on to the wall</p>	<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"><li>• 3 computer terminals</li><li>• Audio and visual recording network - see following page</li><li>• Ceiling mounted IP dome camera in each exam room</li><li>• Single ceiling mounted drop microphone in each exam room</li><li>• Camera positions can be moved</li></ul>	<p>Circuit linked timer system - see following page</p>	<p>Clock timer - see following page Ceiling mounted dome camera Single ceiling mounted drop microphone</p>

# Observation Room Recording Network



# How To Use The Timer



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.



# Plus a little more...

## FURTHER ITEMS WE CAN HELP WITH

TV plasma 80" | £300.00

TV plasma 51" | £200.00

Perspex frosted lectern with integrated comfort monitor and microphone (Euston/Auditorium only) | £165.00

Small wooden lectern | £45.00

Laptop | £105.00

Remote mouse | £20.00

Revostage with grey carpet (6m x 2m) – available in (1m x 1m) | £475.00

Additional microphones – lapel, top table, roving | £89.00 each

LED wireless coloured uplighters (RGB colour mixing) | £79.00 each | 6 for £350.00  
12 for £500.00

AV tech for 8 hours (daytime – earliest start 7am) | £525.00

£65.00 per hour extra  
(compulsory for Auditorium and State Rooms events)

Monday – Friday daytime | £65.00 per hour extra

AV tech for evenings – 4 hours | £420.00

AV tech for Saturday – 8 hours | £630.00

AV tech for Sunday – 8 hours | £630.00

Flip chart (comes with pens) | £30.00

Black velcro compatible poster boards (10) | £60.00 each  
10 for £525.00

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

Early access – from 7am | £450.00 per hour

After hours charges – 11pm – 12am includes venue hire, security and staffing | £750.00

After hours charges – 11pm – 1am includes venue hire, security and staffing | £1,250.00

Security | £17.25 per hour (min 8 hours)

Event hostesses/reception staff/cloakroom | £32.00 per hour (min 4 hours)

Dinner place cards/tent cards | £1.00 each

Photocopying  
A4 (black and white) | 30p  
A4 (colour) | 60p

A3 (black and white) | 60p

A3 (colour) | 90p

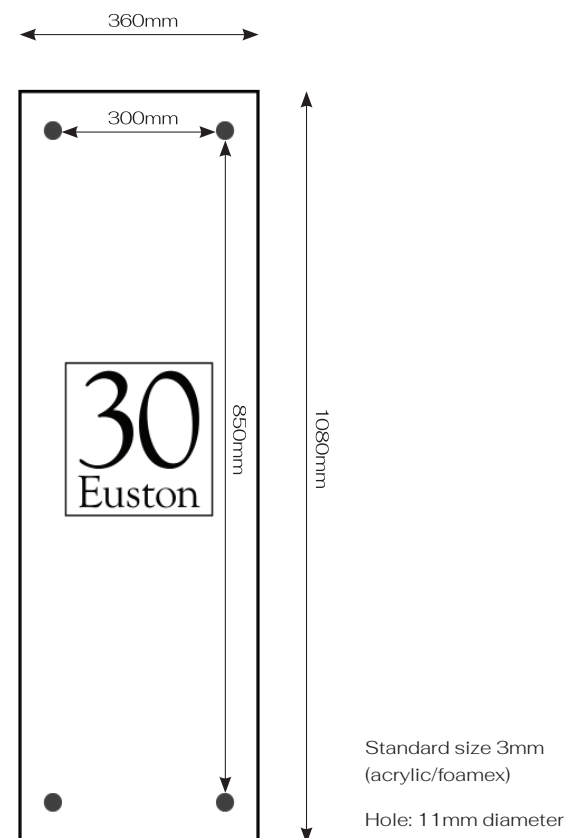
Telephone charges | POA

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, upright bars, photo-booths, juke box, DJ, flowers, coloured linen and event theming

All prices are subject to VAT.

## LOGO PLATE



# Contact us

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020 8453 4610

WWW.30EUSTONSQUARE.CO.UK

