

Charles Darwin House

Conference facilities in central London

Charles Darwin House is a newly built conference centre based in the heart of London. The facilities include a state of the art lecture theatre seating up to 130, and a collection of smaller meeting rooms and breakout areas with space for trade exhibitions and displays.



Facilities

Rooms

Flexibility is of major importance when it comes to hosting successful events. Charles Darwin House has a variety of rooms on offer, which provide space for smaller boardroom-style meetings and larger scale presentations. All rooms come equipped with air conditioning facilities, and adjustable lighting. In addition to the meeting rooms, there is a large breakout area which can host drinks receptions, poster displays, exhibitions and additional networking space.

Rooms and capacities

Room	Style	Capacity
Albermarle	Boardroom	12
Chatham	Boardroom	12
James	Boardroom	10
Charles 1	Boardroom	18
Charles 2	Boardroom	30
Charles Darwin Lecture Theatre (Charles 1 and 2 combined)	Theatre	130
Breakout Area	Reception	130
Conference Suite (all rooms, Lecture Theatre and Breakout Area)	Reception	220

Other room layouts and capacities available on request.

The following AV equipment is available at Charles Darwin House

- Overhead projector and fixed screen
- Lectern
- Plasma screens (two available in the Charles Darwin Lecture Theatre and one in Reception)
- Laser pointers and slide changer
- Flip chart and space for poster display
- Whiteboards
- 4 port VGA Monitor Switch Box
- Roving microphone
- Free Wifi connectivity
- PA system

Please note that a PC and additional AV equipment can be ordered at an additional cost.

Teleconference facilities and fax/copy services can also be provided at an additional cost.



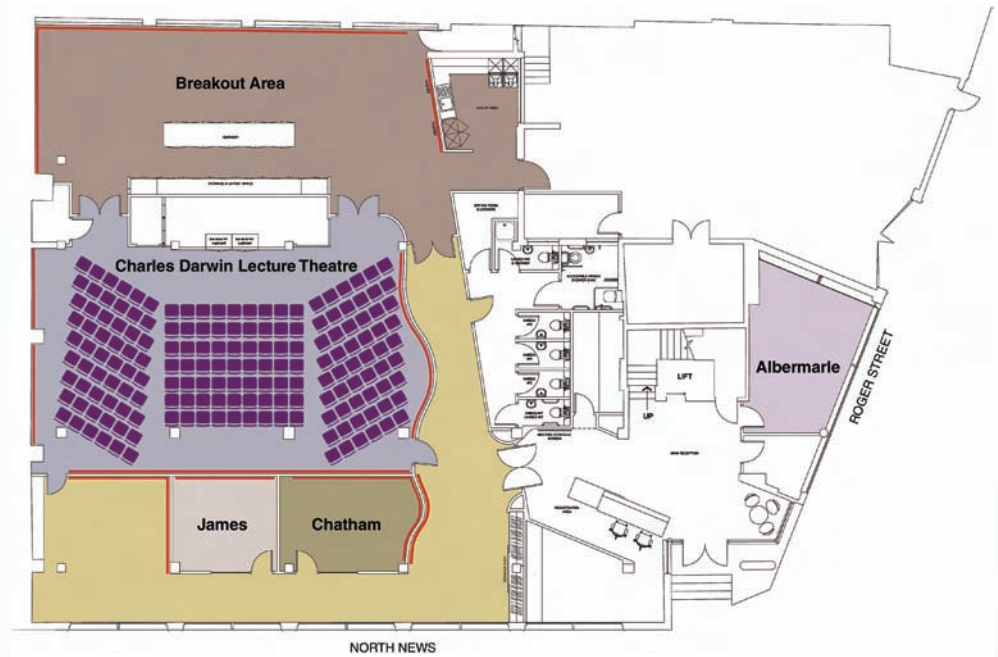
Charles Darwin House

Facilities

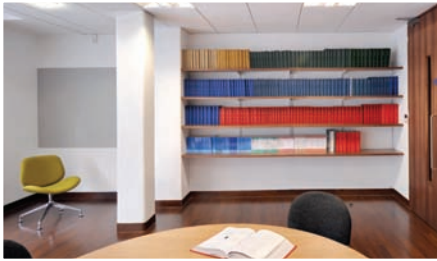
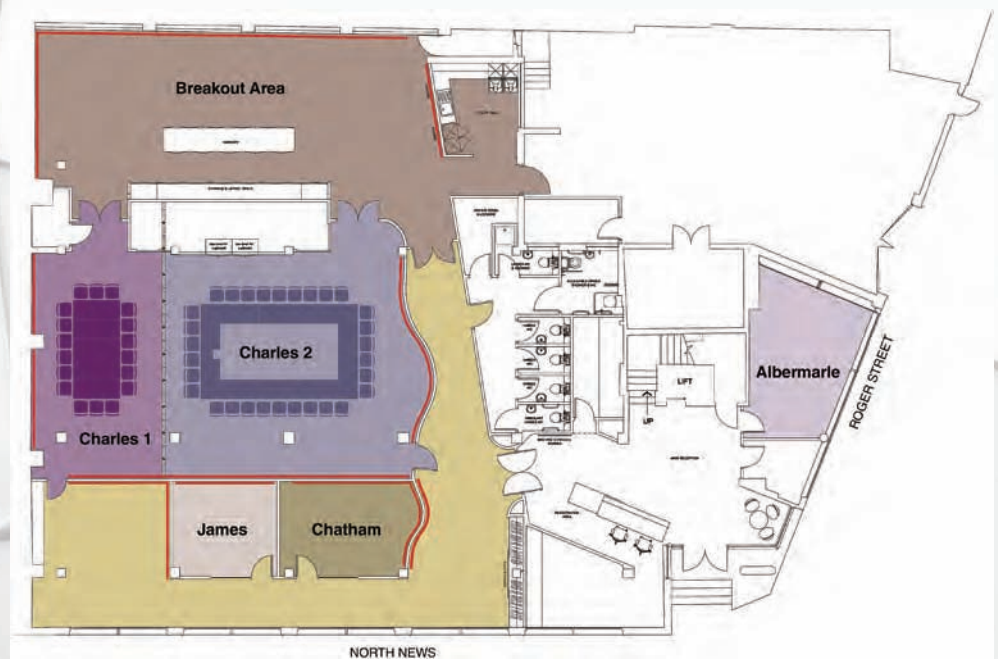
Disabled access

Disabled access is available at the rear entrance of Charles Darwin House. The Conference Suite is located on the ground floor, and all meeting rooms and conference areas are easily accessible. A disabled toilet and wash room is available for use. Visitors with special requirements are advised to contact Charles Darwin House prior to arrival. Assistance dogs are welcome at Charles Darwin House.

Floor plan scenario 1



Floor plan scenario 2



Charles Darwin House

Corporate events



Located in the heart of central London, Charles Darwin House is the ideal location for business meetings, however small or large. The competitive pricing makes Charles Darwin House an attractive and affordable solution. We offer the opportunity to hire meeting rooms individually or as a complete conference suite package, to allow for a greater flexibility in the number of delegates attending. The smallest meeting room can be booked for between 2 and 10 delegates, whereas Charles Darwin Lecture Theatre can accommodate up to 130 delegates. In addition to this there are flexible options for combined room hire, so that our customers can decide how the space is utilized for any event. The spacious design of the conference suite also incorporates additional areas for networking, evening receptions and trade exhibition displays.

AV equipment can be provided in all rooms and additional AV services can be booked on request. Conference call facilities are also available for use in Albermarle, James and Charles 1 and 2, and can be provided at an additional charge.

Hosting a successful event can be time consuming as well as stressful. At Charles Darwin House we appoint an experienced event manager to assist in the event preparation, and to be on-site to provide tailored hospitality and to ensure a smooth running of the event.

Charles Darwin House is situated minutes away from London's major transport links and there is great variety of hotels and B&Bs to choose from, all within close proximity.

Day Delegate Rate

Charles Darwin House offers a very competitively priced day delegate package which provides a practical and attractive solution for larger events that require the use of the entire conference suite. For events with 50 or more delegates the Day Delegate Rates apply.

Day Delegate Rate includes:

- Room hire for Charles Darwin Lecture Theatre (capacity of 130 theatre style) and break-out area (capacity of 130 reception style)*
- Use of additional meeting rooms (James, Chatham and Albermarle)*
- Use of all poster boards (67 spaces, additional poster boards can be provided at cost)
- Modern AV equipment
- Use of a registration desk at reception
- Morning refreshments (tea, coffee, herbal tea and biscuits)
- Buffet lunch (choice of different menus with availability to upgrade)
- Afternoon refreshments (tea, coffee, herbal tea and biscuits)
- Bottled mineral water and juice
- Dedicated event manager on site throughout the event

*Rooms available between 09:00 and 17:00

Day Delegate Rate: £55.00 +VAT per person per day



Corporate events

Pricing

Room hire rates - all rates are exclusive of VAT

Room	Occupancy	Full Day	Half Day	Evening
		08:30–17:00	08.30–12.30 13:00–17:00	
James	10	£260	£160	N/A
Chatham	12	£315	£195	N/A
Albermarle	12	£315	£195	N/A
Charles 1	18	£460	£285	£75 per hour
Charles 2	30	£550	£325	£85 per hour
Charles 1 & 2	130	£1,000	£500	£125 per hour
Conference Phone	-	£20	£10	N/A

For full day events of 50 delegates or more the Day Delegate Rates apply.

Included in the price are:

- Poster boards within each room (please use Velcro provided)
- For Charles 1 and 2 only, use of the breakout area including the additional poster boards
- AV projector (laptop to be supplied by the client)
- Flipchart and pens
- WiFi internet access

Refreshments

Teas, coffees and biscuits	£3 per person per serving
Orange juice	£2.50 per jug
A bottle of still or sparkling water	£1 per bottle

Additional costs for catering available on request.



Charles Darwin House

Location map and travel information

Located in the heart of central London, and based just minutes away from London's major transport links, Charles Darwin House is easily accessible for UK-based and international delegates.

By rail

The nearest rail stations are:
Farringdon (0.8 miles)
King's Cross (1.1 miles)
Euston (1.3 miles)

By tube

The nearest underground stations are:
Chancery Lane (0.4 miles) - Central line
Russell Square (0.5 miles) - Piccadilly line
Holborn (0.6 miles) - Central and Piccadilly line
Farringdon (0.8 miles) - Circle, Metropolitan, Hammersmith & City line
King's Cross (1.1 miles) - Northern, Victoria, Piccadilly, Circle, Metropolitan and Hammersmith & City line
Euston (1.3 miles) - Northern and Victoria line

By taxi

A plentiful supply of black cabs operate in the area, which can be hailed from the street and do not require pre-booking.

By bus

The following bus routes serve Theobald's Road:

19 (Finsbury Park Interchange - Battersea Bridge/Hester Road)
38 (Clapton Pond - Victoria bus station)
55 (Lea Bridge Road/Bakers Arms - Oxford Circus)
243 (Redvers Road - Waterloo Station/ Mephram Street)

The following bus routes serve Gray's Inn Road:

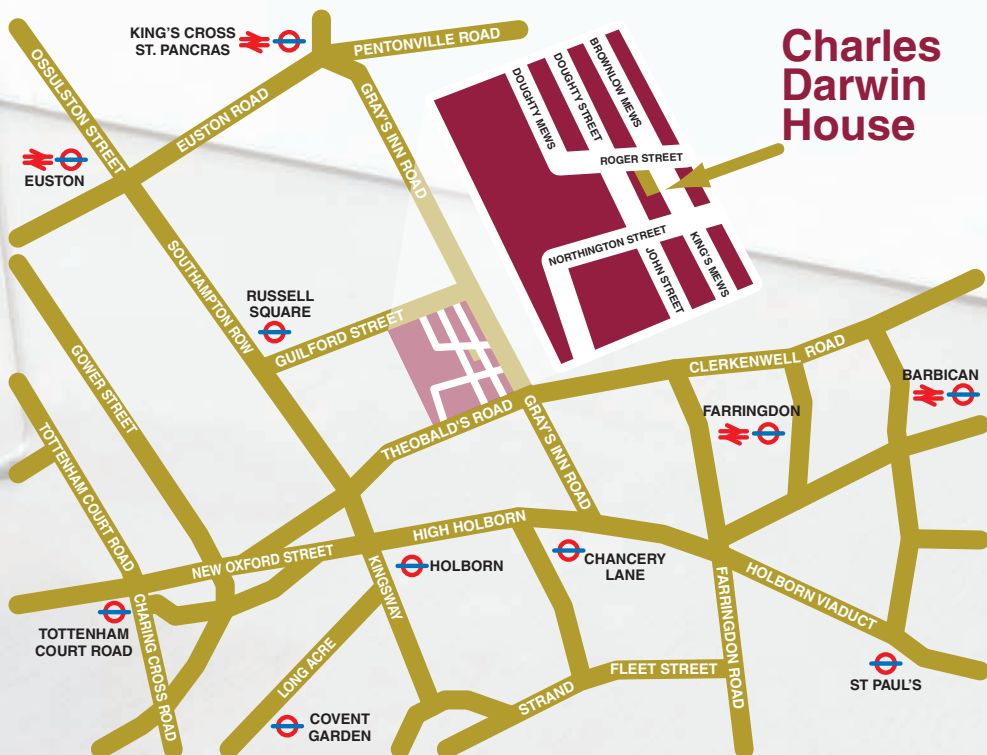
17 (Archway Station/Junction Road - London Bridge Station)
45 (St Pancras International Station - Atkins Road/New Park Road)
46 (Lancaster Gate Station - Stonecutter Street)

By car

There is no car parking available at Charles Darwin House and all visitors are advised to use public transport where possible. There is a limited amount of on-street metered parking space available on Roger Street and North Mews. The nearest Car Park Facilities are London Saffron Hill (EC1N 8XA) and 12 Farringdon Road (EC1M 3JB).

By bicycle

Charles Darwin House has a limited number of secure parking spaces available for bicycles, available on a first come first serve basis.



Charles Darwin House Conference Centre
Charles Darwin House
12 Roger Street
London WC1N 2JU, UK
Email: conferences@charlesdarwinhouse.co.uk
Telephone: +44 (0)207 685 2400
Fax: +44 (0)207 685 2470

www.charlesdarwinhouse.co.uk