

Education and Conference Centre Facilities Brochure

Specialists in conferences and events management



Room hire rates and capacities

	Day rates		Maximum capacities			
	Full day	Half day	Theatre	Classroom	Boardroom	Cabaret
Julian Bloom Lecture Theatre	£1,500	£950	120	n/a	n/a	n/a
Function Room A	£450	£250	20	16	16	15
Function Room B	£400	£200	12	10	10	10
Cameron Room	£500	£350	50	30	25	25
Blackstone Room	£450	£250	25	20	20	20

Julian Bloom

Lecture Theatre

Features

- PC projection
- PA system
- Voting pads/Video conferencing and audio recording facilities available on request (additional charge applies)

Function Room A

Features

- Plasma screen
- Exhibition space available on request

Function Room B

Features

- Plasma screen
- Exhibition space available on request

Cameron Room

Features

- PC projection
- Video conferencing and recording facilities available on request (additional charge applies)

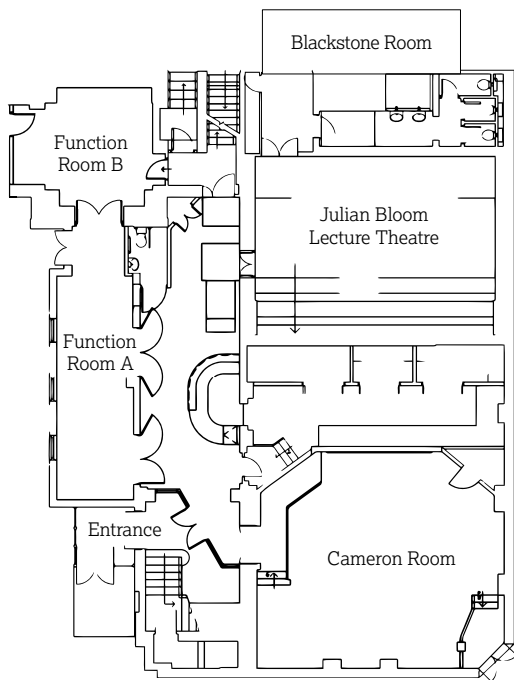
Blackstone Room

Features

- PC projection
- Video conferencing available on request (additional charge applies)
- IT training facilities for up to 10 delegates available on request (additional charge applies)

The use of audio visual equipment is included in the room hire charge (unless specified otherwise). Wireless internet access is available in all rooms. Please note that all prices are exclusive of VAT. Please note that the rates above only apply to weekdays. Full day rates apply from 08.00–17.00. Half day rates apply from 08.00–12.00 or 13.00–17.00. For weekend rates please contact the Conference Team.

Floor plan



How to book

To hold a provisional booking please send details of your event along with a contact name, address, e-mail and phone number to:

conferenceteam@rmh.nhs.uk

or

The Royal Marsden Education and Conference Centre
Stewart's Grove
London
SW3 6JJ

Tel: 020 7808 2921

Fax: 020 7808 2334

Provisional bookings are held for up to 14 days. To secure your booking, written confirmation is required by completing the enclosed booking form. Please note that, once received by the Centre, this is deemed to be binding.

On receipt of your written confirmation, an invoice, and two copies of the hire agreement (contract) will be forwarded to you. A 20% deposit of the total charge is required on confirmation to secure your booking and should be returned, along with both signed copies of the hire agreement, within 14 days of issue.

The balance of all venue charges (and/or any additional charges incurred) is required to be settled no less than 30 days prior to the date of the event.

Final confirmation of your requirements should be received by the Centre at least five days before the date of the event. Any changes should be communicated to the Centre no later than two days prior to the event.

Planning your Journey

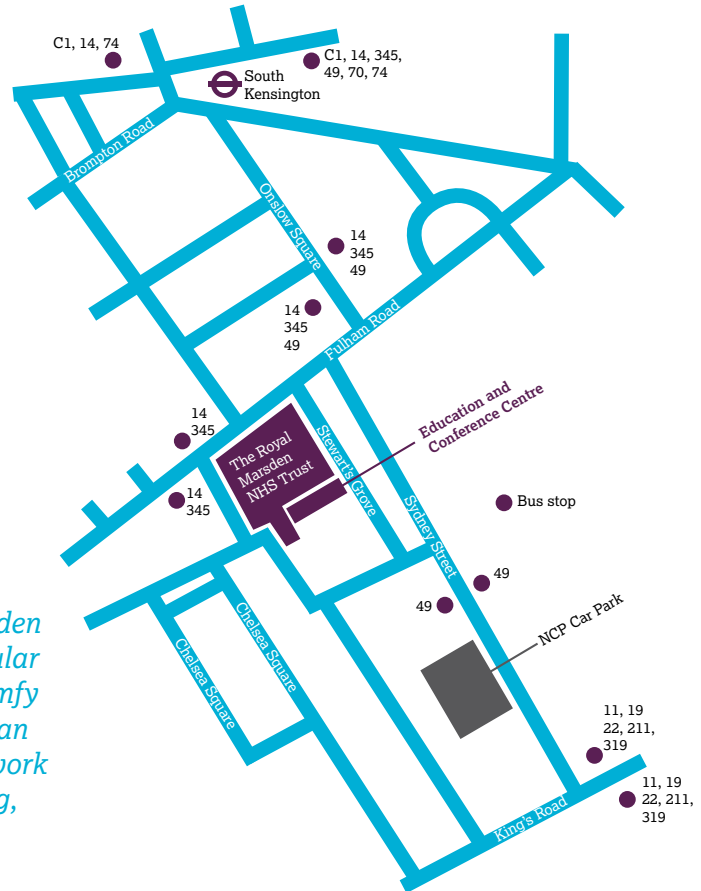
The Royal Marsden Education and Conference Centre is situated in Stewart's Grove, London SW3 6JJ.

- The nearest underground station is South Kensington (Piccadilly, District and Circle Lines), approximately five minutes' walk.
- Buses 14, 345, and 49 all stop in the close proximity.
- Please note we are unable to offer car parking facilities; with the exception for a few metered bays, on-street parking in the area is not permitted.

Further details on how to reach the hospital can be found in the 'Location and visiting' section of our website: www.royalmarsden.nhs.uk

"The staff and facilities at the Royal Marsden Conference Centre are fantastic. Our regular event visitors always comment on the comfy seats and fantastic technology in the Julian Bloom lecture theatre. It's a pleasure to work with the centre's staff, who are welcoming, personable and attentive".

Katy Jackson,
Public Programmes Manager,
National Army Museum



Life demands excellence

