

# A SPACE TO INSPIRE



## WELCOME TO CHURCH HOUSE WESTMINSTER...

Located in the heart of London, we are a Grade II listed multi-purpose event and conference venue, hosting over 800 events a year.

Our nineteen rooms are full of character and range from the large and impressive to the small and intimate. Our flexible spaces can accommodate up to 600 guests in a single space and be adapted to fit all event requirements. Our venue has a number of break out spaces which complement our main Assembly Hall and other large rooms. Free Wi-Fi is provided throughout the building.

One of the capital's true gems, we are set within Dean's Yard and offer a peaceful and green setting along with stunning views of Westminster Abbey whilst only being a few minutes' walk from Big Ben, The Houses of Parliament and St James's Park. We are served by excellent transport links and are within easy walking distance of both Westminster and St. James's Park underground stations, Victoria, Waterloo, Vauxhall and Charing Cross mainline train stations.



### WINNER

'Most Innovative and Tech-Friendly Venue' at the Event Technology Awards.



### WINNER

'Best Venue Customer Service - over 500 reception style' at the London Venue Awards.



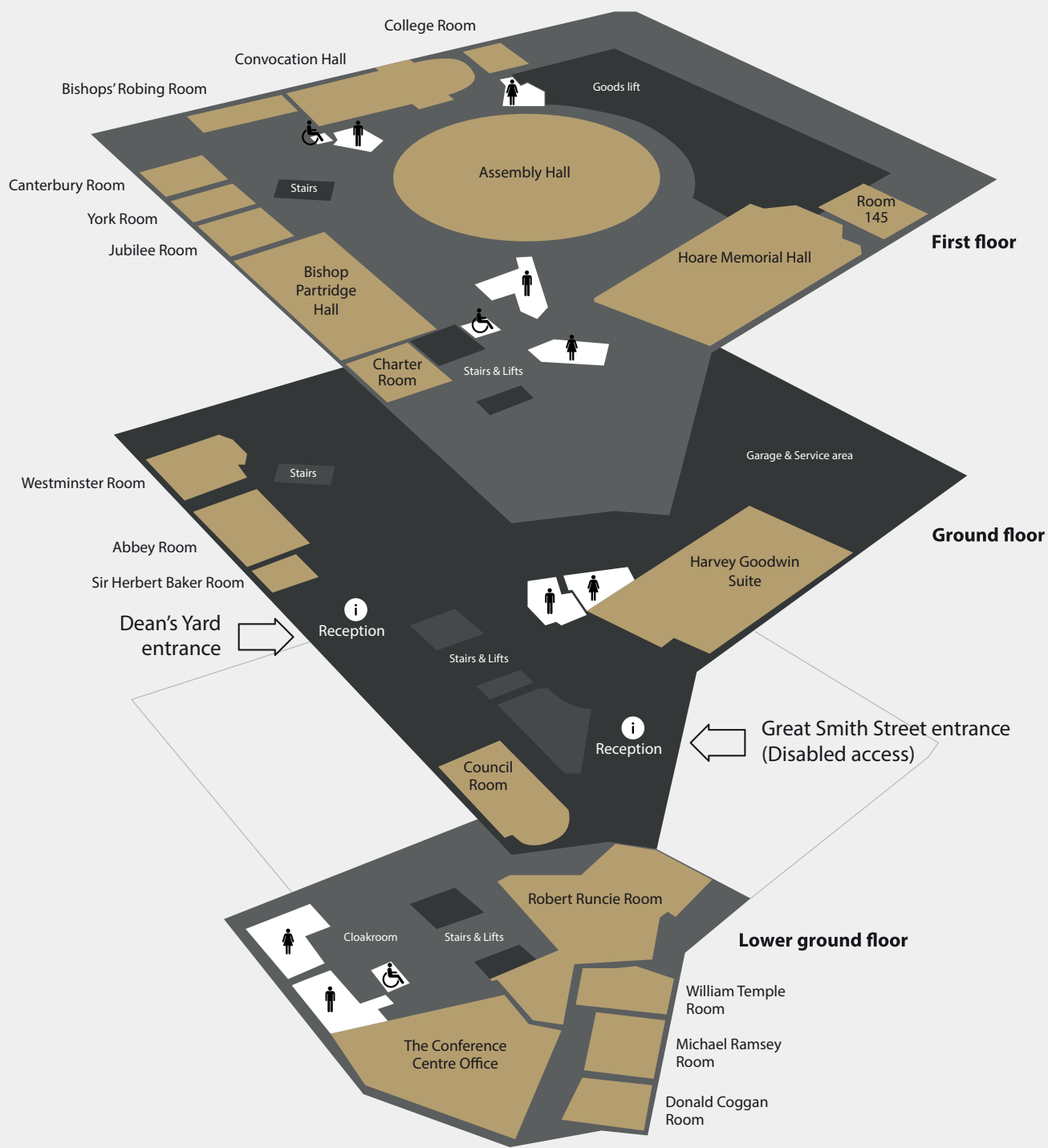
### BRONZE AWARD

'COOLest Sustainable Venue' at the COOL Venue Awards.





FLOOR PLAN



ROOM OVERVIEW

|                                     | ASSEMBLY HALL                                      | HOARE MEMORIAL HALL | HARVEY GOODWIN SUITE | BISHOP PARTRIDGE HALL | CONVOCATION HALL | ROBERT RUNCIE ROOM | COUNCIL ROOM | SIR HERBERT BAKER ROOM | ABBEY ROOM | WESTMINSTER ROOM | BISHOPS' ROBING ROOM | CHARTER ROOM | JUBILEE ROOM | CANTERBURY ROOM | YORK ROOM | COLLEGE ROOM | RAMSEY ROOM | TEMPLE ROOM | COGGAN ROOM |
|-------------------------------------|--|---------------------|----------------------|-----------------------|------------------|--------------------|--------------|------------------------|------------|------------------|----------------------|--------------|--------------|-----------------|-----------|--------------|-------------|-------------|-------------|
| m <sup>2</sup>                      | 519  | 228                 | 228                  | 132                   | 85               | 161                | 48           | 30.5                   | 47.8       | 47               | 25                   | 30.5         | 25           | 22              | 19        | 15           | 40          | 34          | 38          |
| CAPACITIES                          |  |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
| SEATED LUNCH/DINNER                 | 372  | 150                 | 150                  | 90                    | 60               | 80                 | 36           | 20                     | 36         | 30               | 12                   | 12           | 12           |                 |           |              |             |             |             |
| DINNER DANCE                        | 300  | 120                 | 120                  |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
| SEATED BUFFET                       | 216  | 130                 | 130                  | 70                    | 50               | 70                 | 30           | 20                     | 30         | 30               | 12                   | 12           | 12           |                 |           |              |             |             |             |
| RECEPTION                           | 550  | 250                 | 250                  | 150                   | 90               | 120                | 40           | 20                     | 40         | 40               |                      |              |              |                 |           |              |             |             |             |
| STANDING CATERING                   | 550  | 240                 | 240                  | 130                   | 80               | 120                | 40           | 25                     | 40         | 40               | 20                   | 20           | 20           |                 |           |              |             |             |             |
| THEATRE NO CATERING                 | 600*   | 270                 | 180                  | 120                   | 100              | 60                 | 45           | 25                     | 45         | 40               | 20                   | 25           | 20           |                 |           |              | 25          | 20          | 15          |
| THEATRE CATERING                    | 200  | 120                 | 120                  | 80                    | 60               | 50                 | 40           | 20                     | 30         | 30               | 15                   | 20           | 15           |                 |           |              | 20          | 15          | 12          |
| CABARET NO CATERING                 | 208  | 104                 | 96                   | 56                    | 40               | 48                 | 24           | 16                     | 24         | 24               |                      | 16           | 16           |                 |           |              | 16          | 8           | 8           |
| CABARET CATERING                    | 160  | 88                  | 80                   | 48                    | 40               | 48                 | 24           | 16                     | 24         | 24               |                      | 10           | 10           |                 |           |              | 16          | 8           | 8           |
| BOARDROOM NO CATERING               |  | 55                  | 55                   | 40                    | 40               | 30                 | 30           | 15                     | 25         | 20               | 12                   | 16           | 12           | 6               | 6         | 8            | 20          | 16          | 12          |
| BOARDROOM CATERING                  |  | 50                  | 50                   | 36                    | 36               | 30                 | 30           | 12                     | 22         | 18               | 10                   | 14           | 10           | 6               | 6         | 8            | 20          | 16          | 12          |
| CLASSROOM NO CATERING               | 198  | 90                  | 72                   | 60                    | 42               | 30                 | 24           | 18                     | 24         | 24               |                      |              | 9            |                 |           |              | 12          | 9           | 6           |
| CLASSROOM CATERING                  | 150  | 60                  | 60                   | 45                    | 30               | 30                 | 24           | 18                     | 24         | 18               |                      |              | 6            |                 |           |              | 10          | 8           | 8           |
| U SHAPE CATERING                    |  | 50                  | 50                   | 30                    | 30               | 21                 | 21           | 14                     | 20         | 16               |                      | 9            | 9            |                 |           |              | 14          | 14          | 11          |
|                                     |  |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
| RATES (£) AND TIMES                 |  |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
| FULL DAY                            | 4,850  | 2,575               | 2,170                | 2,050                 | 1,650            | 1,185              | 1,100        | 700                    | 1,025      | 1,025            | 550                  | 650          | 650          | 405             | 405       | 405          | 540         | 485         | 435         |
| 8:30AM - 5:00PM                     |  |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
|                                     |  |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
| HALF DAY*                           | 2,424  | 1,290               | 1,085                | 1,025                 | 825              | 595                | 550          | 405                    | 515        | 515              | 405                  | 405          | 405          | 405             | 405       | 405          | 405         | 405         | 405         |
| 8:30AM - 12:30PM<br>1:30PM - 5:00PM |  |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
|                                     |  |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
| EVENING                             | 4,850  | 2,350               | 1,650                | 1,825                 | 1,070            | 765                | 820          | 500                    | 735        | 735              | 405                  | 480          | 480          | 405             | 405       | 405          | 405         | 405         | 405         |
| 6:30PM - 11:00PM                    |  |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
|                                     |  |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
| LATE EVENING                        | THERE WILL BE A CHARGE OF £850 PER HOUR AFTER 11PM |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
| EXCLUSIVE HIRE                      | PRICE ON APPLICATION                               |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |
| DAY DELEGATE RATE                   | PRICE ON APPLICATION                               |                     |                      |                       |                  |                    |              |                        |            |                  |                      |              |              |                 |           |              |             |             |             |

All the room capacities are based on the maximum for each room. Cabaret style is based on tables of 8. Dinner is based on tables of 12 or 10 dependent on the room. All rates are exclusive of VAT. For full terms and conditions please refer to [www.churchhouseconf.co.uk](http://www.churchhouseconf.co.uk). Rates valid until 31st December 2019. \*Rooms are only available for hire on half day bases within one month of the date of the event. \*Including gallery.



# THE ASSEMBLY HALL

Built in 1939 our stunning Grade II Assembly Hall was designed by world-renowned architect Sir Herbert Baker.

Natural light streams through the 15 arched windows onto the gallery level, but can be darkened if required. The polished English oak panelling and emblems sit beneath the room's architectural focal point - a striking 30-foot glass dome.

The dome shape of The Assembly Hall can be configured to accommodate a theatre style conference for up to 600, dinner for 372 or reception for 550.

| DIMENSIONS   |                           |
|--------------|---------------------------|
| AREA         | 519m <sup>2</sup>         |
| HEIGHT (MAX) | 9.7m (32ft)               |
| HEIGHT (MIN) | 7.1m (23ft) under gallery |
| DIAMETER     | 22.8m (76ft)              |

| CAPACITIES           |                                     |
|----------------------|-------------------------------------|
| THEATRE              | 600 (468 lower level + 132 gallery) |
| RECEPTION            | 550                                 |
| SEATED LUNCH /DINNER | 372                                 |
| DINNER DANCE         | 300                                 |
| SEATED BUFFET        | 216                                 |
| CABARET              | 208                                 |
| CLASSROOM            | 198                                 |

| LIGHTING         |  |
|------------------|--|
| TUNGSTEN HALOGEN |  |
| CONTROL IN ROOM  |  |
| DIMMERS IN ROOM  |  |

| POWER                                 |                                   |
|---------------------------------------|-----------------------------------|
| NUMBER OF 3 PHASE SOCKETS (63 AMP)    | 1                                 |
| NUMBER OF 32 AMP SINGLE PHASE SOCKETS | 6 (ground floor 2 / gallery 4)    |
| NUMBER OF 13 AMP SOCKETS              | 54 (ground floor 34 / gallery 20) |
| TELEPHONE / DATA POINTS (CAT 6)       | 52 (ground floor 46 / gallery 36) |
| HDSI DISTRIBUTION                     |                                   |







## HOARE MEMORIAL HALL

Steeped in history, our Hoare Memorial Hall has a stately atmosphere and played host to the House of Commons for a period during the Second World War. Its elegant oak-panelling, Art Deco Chandeliers, built-in stage and gallery gives the room a strong personality.

The hall is often used in conjunction with the Assembly Hall and is an alternative venue for conferences, seminars, receptions and dinners.

### DIMENSIONS

|              |                        |
|--------------|------------------------|
| AREA         | 228m <sup>2</sup>      |
| HEIGHT (MAX) | 6.5m (22ft)            |
| HEIGHT (MIN) | 3m (9ft) under gallery |
| LENGTH       | 21.3m (69ft)           |
| WIDTH        | 10.7m (35ft)           |

### CAPACITIES

|                      |                                    |
|----------------------|------------------------------------|
| THEATRE              | 270 (220 lower floor + 50 gallery) |
| RECEPTION            | 250                                |
| SEATED LUNCH /DINNER | 150                                |
| SEATED BUFFET        | 130                                |
| DINNER DANCE         | 120                                |
| CABARET              | 104                                |
| CLASSROOM            | 90                                 |
| BOARDROOM            | 55                                 |
| U SHAPE              | 50                                 |







# HARVEY GOODWIN SUITE

Modern and spacious, our Harvey Goodwin Suite is a self-contained room with the latest facilities. Its large and secondary glazed windows allow for plenty of natural daylight, whilst keeping the room sound-proofed. It is directly linked to our Robert Runcie Room, which can be used as a breakout space. The Harvey Goodwin Suite is situated close to our Great Smith Street entrance, making it easily accessible for guests.

| DIMENSIONS |                   |
|------------|-------------------|
| AREA       | 228m <sup>2</sup> |
| HEIGHT     | 3.8m (12ft)       |
| LENGTH     | 21.5m (70ft)      |
| WIDTH      | 10.8m (35ft)      |

| CAPACITIES          |     |
|---------------------|-----|
| RECEPTION           | 250 |
| THEATRE             | 180 |
| SEATED LUNCH/DINNER | 150 |
| SEATED BUFFET       | 130 |
| DINNER DANCE        | 120 |
| CABARET             | 96  |
| CLASSROOM           | 72  |
| BOARDROOM           | 55  |
| U SHAPE             | 50  |







# BISHOP PARTRIDGE HALL

Elegant stucco ceiling, traditional oak panelling and a stunning stone balcony with views of Dean's Yard and Westminster Abbey, the Bishop Partridge Hall can be used as a meeting and conference room or for social occasions such as dinners and receptions. It also offers a spacious area, directly outside the room for pre-event registration.

| DIMENSIONS |                   |
|------------|-------------------|
| AREA       | 132m <sup>2</sup> |
| HEIGHT     | 3.9m (13ft)       |
| LENGTH     | 17.6m (57ft)      |
| WIDTH      | 7.9m (26ft)       |

| CAPACITIES          |     |
|---------------------|-----|
| RECEPTION           | 150 |
| THEATRE             | 120 |
| SEATED LUNCH/DINNER | 90  |
| SEATED BUFFET       | 70  |
| CLASSROOM           | 60  |
| CABARET             | 56  |
| BOARDROOM           | 40  |
| U SHAPE             | 30  |







# CONVOCATION HALL

Large enough to accommodate meetings, smaller conferences and workshops, yet with an intimate atmosphere suited to press conferences and dinners, our Convocation Hall combines grace and history - the room housed the House of Lords for periods during the Second World War. A low stage at one end of the room is framed by classically inspired arch details, with a private seated gallery at the other end.

| DIMENSIONS   |                  |
|--------------|------------------|
| AREA         | 85m <sup>2</sup> |
| HEIGHT (MAX) | 4.8m (15ft)      |
| HEIGHT (MIN) | 2.4m (8ft)       |
| LENGTH       | 10.1m (46ft)     |
| WIDTH        | 5.8m (19ft)      |

| CAPACITIES          |     |
|---------------------|-----|
| THEATRE             | 100 |
| RECEPTION           | 90  |
| SEATED LUNCH/DINNER | 60  |
| SEATED BUFFET       | 50  |
| CLASSROOM           | 42  |
| CABARET             | 40  |
| BOARDROOM           | 40  |
| U SHAPE             | 30  |







| COUNCIL ROOM                      |                  |
|-----------------------------------|------------------|
| DIMENSIONS                        |                  |
| AREA                              | 48m <sup>2</sup> |
| HEIGHT                            | 4.1m (13ft)      |
| LENGTH                            | 10.5m (35ft)     |
| WIDTH                             | 4.6m (15ft)      |
| CAPACITIES                        |                  |
| THEATRE                           | 45               |
| RECEPTION                         | 40               |
| SEATED LUNCH/DINNER               | 36               |
| SEATED BUFFET                     | 30               |
| BOARDROOM                         | 30               |
| CLASSROOM                         | 24               |
| U SHAPE                           | 21               |
| ROOM HIRE INCLUDES 75" LED SCREEN |                  |

## SIR HERBERT BAKER ROOM

| DIMENSIONS          |                    |
|---------------------|--------------------|
| AREA                | 30.5m <sup>2</sup> |
| HEIGHT (MAX)        | 4.1m (13ft)        |
| LENGTH              | 5.4m (17ft)        |
| WIDTH               | 6.7m (22ft)        |
| CAPACITIES          |                    |
| THEATRE             | 25                 |
| SEATED LUNCH/DINNER | 20                 |
| SEATED BUFFET       | 20                 |
| RECEPTION           | 20                 |
| CLASSROOM           | 18                 |
| CABARET             | 16                 |
| BOARDROOM           | 15                 |
| U SHAPE             | 14                 |



ROOM HIRE INCLUDES 75" LED SCREEN



| ABBEY ROOM                        |                    |
|-----------------------------------|--------------------|
| DIMENSIONS                        |                    |
| AREA                              | 47.8m <sup>2</sup> |
| HEIGHT                            | 4.1m (13ft)        |
| LENGTH                            | 9.2m (30ft)        |
| WIDTH                             | 5.2m (17ft)        |
| CAPACITIES                        |                    |
| THEATRE                           | 45                 |
| RECEPTION                         | 40                 |
| SEATED LUNCH/DINNER               | 36                 |
| SEATED BUFFET                     | 30                 |
| BOARDROOM                         | 25                 |
| CABARET                           | 24                 |
| CLASSROOM                         | 24                 |
| U SHAPE                           | 20                 |
| ROOM HIRE INCLUDES 75" LED SCREEN |                    |



| WESTMINSTER ROOM                  |                  |
|-----------------------------------|------------------|
| DIMENSIONS                        |                  |
| AREA                              | 47m <sup>2</sup> |
| HEIGHT                            | 4.1m (13ft)      |
| LENGTH                            | 6.7m (22ft)      |
| WIDTH                             | 7m (23ft)        |
| CAPACITIES                        |                  |
| THEATRE                           | 40               |
| RECEPTION                         | 40               |
| SEATED LUNCH/DINNER               | 30               |
| SEATED BUFFET                     | 30               |
| CABARET                           | 24               |
| CLASSROOM                         | 24               |
| BOARDROOM                         | 20               |
| U SHAPE                           | 16               |
| ROOM HIRE INCLUDES 65" LED SCREEN |                  |

## CHARTER ROOM

| DIMENSIONS          |                    |
|---------------------|--------------------|
| AREA                | 30.5m <sup>2</sup> |
| HEIGHT              | 4.2m (14ft)        |
| LENGTH              | 5.1m (16ft)        |
| WIDTH               | 5m (16ft)          |
| CAPACITIES          |                    |
| THEATRE             | 25                 |
| CABARET             | 16                 |
| BOARDROOM           | 16                 |
| SEATED LUNCH/DINNER | 12                 |
| SEATED BUFFET       | 12                 |
| U SHAPE             | 9                  |

ROOM HIRE INCLUDES 65" PLASMA SCREEN



## JUBILEE ROOM

| JUBILEE ROOM        |                  |
|---------------------|------------------|
| DIMENSIONS          |                  |
| AREA                | 25m <sup>2</sup> |
| HEIGHT              | 4.2m (14ft)      |
| LENGTH              | 5m (16ft)        |
| WIDTH               | 5m (16ft)        |
| CAPACITIES          |                  |
| THEATRE:            | 20               |
| CABARET             | 16               |
| SEATED LUNCH/DINNER | 12               |
| SEATED BUFFET       | 12               |
| BOARDROOM           | 12               |
| CLASSROOM           | 9                |
| U SHAPE             | 9                |

ROOM HIRE INCLUDES 65" LED SCREEN







# ROBERT RUNCIE ROOM

| DIMENSIONS          |                   |
|---------------------|-------------------|
| AREA                | 161m <sup>2</sup> |
| HEIGHT              | 2.35m (7.5ft)     |
| CAPACITIES          |                   |
| RECEPTION           | 120               |
| SEATED LUNCH/DINNER | 80                |
| SEATED BUFFET       | 70                |
| THEATRE             | 60                |
| CABARET             | 48                |
| BOARDROOM           | 30                |
| CLASSROOM           | 30                |
| U SHAPE             | 21                |

ROOM HIRE INCLUDES 75" LED SCREEN



# COGGAN ROOM

| DIMENSIONS   |                  |
|--------------|------------------|
| AREA         | 38m <sup>2</sup> |
| HEIGHT (MAX) | 2.80m/9.1ft      |
| LENGTH       | 7.4m/24.3ft      |
| WIDTH        | 5.09m/16.7ft     |
| CAPACITIES   |                  |
| THEATRE      | 15               |
| BOARDROOM    | 12               |
| CABARET      | 8                |
| U SHAPE      | 11               |
| CLASSROOM    | 6                |

ROOM HIRE INCLUDES 64" PLASMA SCREEN  
HALF DAY AND HOURLY RATES NOW AVAILABLE FOR THIS ROOM

# COLLEGE ROOM

| DIMENSIONS |                  |
|------------|------------------|
| AREA       | 15m <sup>2</sup> |
| HEIGHT     | 2.7m (8ft)       |
| LENGTH     | 4.2m (14ft)      |
| WIDTH      | 3.6m (12ft)      |
| CAPACITIES |                  |
| BOARDROOM  | 8                |

ROOM HIRE INCLUDES A 40" LED SCREEN



# RAMSEY ROOM

| DIMENSIONS   |                  |
|--------------|------------------|
| AREA         | 40m <sup>2</sup> |
| HEIGHT (MAX) | 2.80m/9.1ft      |
| LENGTH       | 5.9m / 19.3ft    |
| WIDTH        | 6.8m / 22.3ft    |
| CAPACITIES   |                  |
| THEATRE      | 25               |
| BOARDROOM    | 20               |
| CABARET      | 16               |
| U SHAPE      | 14               |
| CLASSROOM    | 12               |

ROOM HIRE INCLUDES 64" PLASMA SCREEN  
HALF DAY AND HOURLY RATES NOW AVAILABLE FOR THIS ROOM



# CANTERBURY ROOM / YORK ROOM

| DIMENSIONS   |                     |
|--------------|---------------------|
| AREA         | 19-22m <sup>2</sup> |
| HEIGHT (MAX) | 3.2m (10ft)         |
| LENGTH       | From 6.1m (20ft)    |
| WIDTH        | From 5m (16ft)      |
| CAPACITIES   |                     |
| BOARDROOM    | 6/6                 |



# TEMPLE ROOM

| DIMENSIONS   |                  |
|--------------|------------------|
| AREA         | 34m <sup>2</sup> |
| HEIGHT (MAX) | 2.80m/9.1ft      |
| LENGTH       | 7.48m/24.5ft     |
| WIDTH        | 4.45m/14.6ft     |
| CAPACITIES   |                  |
| THEATRE      | 20               |
| BOARDROOM    | 16               |
| CABARET      | 8                |
| U SHAPE      | 14               |
| CLASSROOM    | 9                |

ROOM HIRE INCLUDES 64" PLASMA SCREEN  
HALF DAY AND HOURLY RATES NOW AVAILABLE FOR THIS ROOM



## AUDIO VISUAL

Our in-house audio visual experts will work closely with you to create the perfect staging, lighting and sound for your event. With a selection of 4K, UHD and HD screen options throughout the venue, we offer you huge flexibility and the very latest technology.

Whether you are looking to organise an international conference or a glittering Christmas party, we have developed solutions to suit your needs and transform any space to fit your event requirements.

Our technicians will also be happy to create packages specially tailored to your event.

We offer an in-house video or audio visual production service so that you can benefit from cutting edge technology and obtain professional high definition videos and web streaming.

We can simplify the production process for you through the services of a talented and experienced team who understand how to make the venue work for your event.

"Thank you to you and all your team for all your support with the Reverse Rett Gala. We have never had the AV for any event run as smoothly as it did for this one."

**RACHAEL STEVENSON**  
EXECUTIVE DIRECTOR, REVERSE RETT

# A SPACE TO INNOVATE





# PRESENTATION AV PACKAGES

## DAY CONFERENCE AV PACKAGES

Designed for the Hoare Memorial Hall, Bishop Partridge Hall, Convocation Hall and Harvey Goodwin Suite

### PACKAGE A £1,295.00

#### Theatre style (45 - 75 persons)

- Screen (Harvey Goodwin Suite set only) in 16:9 ratio
- High powered LCD projector
- Bishop Partridge Hall & Convocation Hall 95" LED in 16:9 ratio
- Wooden lectern
- Laser pointer available on request
- 2 speaker D&B sound system,
- up to 4 x cabled top table microphones
- 2 x lectern microphones
- 2 x hand-held radio microphones for Q+A
- CD Player / iPod or MP3 Player connection
- Audio visual engineer
- Internet access

### PACKAGE B £1,500.00

#### Theatre style (75 - 175 persons)

- Screen (Harvey Goodwin Suite set only) in 16:9 ratio
- High powered LCD projector (HMH & HGS)
- BP & Convocation Hall 95" LED Screen in 16:9 ratio
- Laptop PC (set on lectern for speaker to control)
- Laser pointer available on request
- 4 speaker D&B sound system
- Up to 4 x cabled top table microphones
- Lectern (wooden or perspex)
- 2 x lectern microphones
- 2 x hand-held radio microphones for Q+A
- 2 x lapel radio microphones
- CD Player / iPod or MP3 Player connection
- Audio visual engineer
- Internet access

### PACKAGE C £2,200.00

#### Theatre style (100 - 175 persons)

- Screen (stage set if in Harvey Goodwin Suite)
- Bishop Partridge Hall 95" LED screen in 16:9 ratio
- High powered LCD projector
- 2 x laptop PC's and cables to lectern
- Radio remote cueing system for presentations
- Laser pointer available on request
- 32" confidence monitor with Black Hide
- 4 speaker D&B sound system
- Up to 6 x cabled top table microphones
- Lectern (wooden)
- 2 x lectern microphones
- 2 x hand-held radio microphones for Q+A
- 2 x lapel radio microphones
- CD player / iPod or MP3 Player connection
- Digital audio recording of event (MP3)
- 1 x sound engineer and data / video engineer
- Internet access

## DAY CONFERENCE AV PACKAGES

Designed for the Assembly Hall

### PACKAGE D £1,995.00

- High contrast front projection screen 5.6m x 3.15m hanging (borderless 16:9 ratio)
- High powered, high brightness 4k laser projector (10,000 lumen)
- Laser pointer available on request
- D&B sound system controlled by a Yamaha QL5 sound desk
- Up to 4 x cabled top table microphones
- Lectern (wooden or white adjustable height)
- 2 x lectern microphone
- 2 x hand-held radio microphones for Q&A
- CD player / iPod or MP3 Player connection
- Audio visual engineer
- Avolites Arena lighting desk
- Basic front of house stage lighting (8 profile lights & 2 x 1K side lights)
- 12-way dimmers
- Internet access

### PACKAGE E £3,020.00

- Full stage set with front projection screen 5.6m x 3.15m (16:9 ratio)
- High powered, high brightness 4k laser projector (10,000 lumen)
- 2 x desktop PC's
- 8 x speaker D&B sound system controlled by a Yamaha QL5 sound desk
- Up to 6 x top table microphones
- Lectern (wooden or white adjustable height)
- 2 x lectern microphones
- 2 x hand-held radio microphones for Q&A
- 2 x lapel radio microphones
- CD player / iPod or MP3 Player connection
- Audio visual engineer
- Basic front of house stage lighting (8 profile lights & 2 x 1K side lights)
- Lighting desk
- 12-way dimmers
- Internet access

### PACKAGE F £3,750.00

- Full stage set with front projection screen 5.6m x 3.15m (16:9 ratio)
- High powered, high brightness 4k laser projector (10,000 lumen)
- Ascender 48 4k switcher, scaler and image manipulator (up to 6 laptops and video inputs, with varied fade and movement options)
- 2 x desktop PC's
- Radio remote cueing system for presentations
- Laser pointer available on request
- 32" confidence monitor with Hide
- D&B sound system controlled by a Yamaha QL5 sound desk
- Up to 6 x top table microphones
- Lectern (wooden or perspex)
- 2 x lectern microphones
- 2 x hand-held radio microphones for Q&A
- 2 x lapel microphones
- CD player / iPod or MP3 Player connection
- Basic front of house stage lighting (8 profile lights & 2 x 1K side lights)
- Avolites Arena lighting desk
- 12-way dimmers
- Audio visual engineer
- Data / video engineer

## EVENING EVENT AV PACKAGE

Designed for the Hoare Memorial Hall, Bishop Partridge Hall, Convocation Hall and Harvey Goodwin Suite between 6.30pm and 10.30pm

### PACKAGE G £525.00

#### (50 - 175 people)

- 4 speaker D&B sound system with 1 microphone on a stand
- CD player/ iPod or MP3 Player connection
- Sound engineer

## EVENING EVENT AV PACKAGES

Designed for the Assembly Hall between 6.30pm and 10.30pm

### PACKAGE H £995.00

- High contrast front projection screen 5.6m x 3.15m hanging (borderless 16:9 ratio)
- High powered, high brightness 4k laser projector (10,000 lumen)
- 8 x speaker D&B sound system with Yamaha QL5 sound desk
- 1 wired microphone on a stand or on a lectern
- CD player / iPod or MP3 Player connection
- Basic front of house stage lighting (8 profile lights & 2 x 1K side lights)
- Audio visual engineer
- Internet access

### PACKAGE I £1,945.00

- High contrast front projection screen 5.6m x 3.15m hanging (borderless 16:9 ratio)
- High powered, high brightness 4k laser projector (10,000 lumen)
- Laptop PC's and cables to lectern if required
- 8 x speaker D&B sound system with Yamaha QL5 sound desk with microphone on a stand or on a lectern
- CD player / iPod or MP3 Player connection
- Basic front of house stage lighting (8 profile lights & 2 x 1K side lights)
- 20 x LED uplighters (for the arches around the balcony)
- Avolites Arena lighting desk
- 12-way dimmers
- Audio visual engineer



## AWARD CEREMONY AV PACKAGE

Designed for the Assembly Hall between 6.30pm and 10.30pm

### PACKAGE J £6,500.00

- Full stage set with front projection screen 5.6m x 3.1.5m (16:9 ratio)
- High powered, high brightness 4k laser projector (10,000 lumen)
- Ascender 48, 4k image switcher, scaler and manipulator (which can do Pip)
- 2 x desktop PC's
- Remote cueing for presentations
- Large hanging back of house screen with 7000 lumen projector
- Lectern (white adjustable height lectern or wooden)
- 8 speaker D&B sound system controlled by a Yamaha QL5 sound desk
- 2 x lectern microphones
- 2 x hand-held radio microphones
- 3 x lapel microphones
- 8 x profile spotlights to light stage
- Avolites arena lighting desk
- 12-way dimmers (2 kw each)
- 28 table pin spots
- 12 Core2 Battery LED uplighters
- 20 x LED uplighters (for the arches around the balcony)
- 10 x LED lighting bars to colour stage wall
- 8 x LED moving lights
- 4 x Moving LED Pars
- 16 x UV LED Pars
- Techpro headset comms system for event management (up to 5 units)
- Internet access
- Haze (needs 7 days' notice to use haze)
- Sound engineer
- Data / video engineer
- Lighting engineer

### PACKAGE N - BASIC WEB STREAMING £950.00

- Live webcast equipment
- Webcast engineer
- Web stream test to client's platform





# INDIVIDUAL AV PRICES

|   |  |
|---|--|
| <b>PACKAGE K - BASIC FULL DAY RECORDING AND WEB STREAMING £1,475.00</b> |  |
| • Basic video recording   |  |
| • 1 x HD broadcast quality video camera                                 |  |
| • Camera operator   |  |
| • Unedited video recorded footage provided on hard drive                |  |
| • Live webcast of event   |  |
| • Webcast engineer  |  |
| • Basic front lighting  |  |
| • Web stream test to client's platform                                  |  |

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| <b>PACKAGE L - TWO-CAMERA RECORDING AND STREAMING £2,395.00</b> |  |
| • 2 x HD broadcast quality cameras                              |  |
| • 2 x camera operator   |  |
| • Vision mixer  |  |
| • 1 x vision mix engineer (mix different camera feeds)          |  |
| • Vision mixed output to screen in the room                     |  |
| • Video recording (unedited and in raw state)                   |  |
| • Web streaming (single platform)                               |  |
| • Web streaming engineer  |  |
| • Copy of video stream vision mix provided on hard drive        |  |
| • 3 comms units   |  |
| • Basic front lighting  |  |

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| <b>PACKAGE M - THREE-CAMERA RECORDING AND STREAMING £3,195.00</b> |  |
| • 3 x HD broadcast quality cameras                                |  |
| • 3 x camera operator   |  |
| • Vision mixer  |  |
| • 1 x vision mix engineer (mix different camera feeds)            |  |
| • Vision mixed output to screen in the room                       |  |
| • Video recording (unedited and in raw state)                     |  |
| • Web streaming (single platform)                                 |  |
| • Web streaming engineer  |  |
| • Copy of video stream vision mix provided on hard drive          |  |
| • Web stream test to client's platform                            |  |
| • 4 comms system  |  |
| • Basic front lighting  |  |

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| <b>DINNER PACKAGE O - WEEKDAYS £2995.00 (WEEKENDS £3250.00)</b>    |  |
| • Lectern (white adjustable height lectern or wooden)              |  |
| • 8 speaker D&B sound system controlled by a Yamaha QL5 sound desk |  |
| • 2 x lectern microphones or 1 x handheld radio microphone         |  |
| • 1 x handheld radio microphone                                    |  |
| • 8 x profile spotlights to light stage                            |  |
| • Avolites Arena lighting desk                                     |  |
| • 12-way dimmers (2 kw each)                                       |  |
| • 28 table pin spots   |  |
| • 12 Core2 battery LED uplighters                                  |  |
| • 20 x LED uplighters (for the arches around the balcony)          |  |
| • 10 x LED lighting bars to colour stage wall                      |  |
| • 8 x LED moving lights  |  |
| • 4 x moving LED Pars  |  |
| • 16 x UV LED Pars   |  |
| • Internet access  |  |
| • Sound engineer   |  |
| • Lighting engineer  |  |

Bishop Partridge Hall (BPH), Hoare Memorial Hall (HMH), Harvey Goodwin Suite (HGS), Convocation Hall (CH), Robert Runcie Room (RRR), Bishops' Robing Room (BRR)

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| <b>SOUND EQUIPMENT</b>   |         |
| Small sound system (1 x cabled mic, 2 d&b x speakers)                          | £250.00 |
| Medium sound system (4 x cabled mics, 2 x d&b speakers)                        | £315.00 |
| Large sound system (1 x cabled lectern mic, 4 x cabled mics, 4 x d&b speakers) | £335.00 |
| Assembly Hall sound (1 x lectern mic only)                                     | £415.00 |
| Assembly Hall sound (1 x lectern mic, 6 x top table mics)                      | £535.00 |
| Assembly Hall sound (up to 2 x lectern mics, 4 x top table mics)               | £485.00 |
| Radio microphone (lapel or hand-held)  | £65.00  |
| DPA headset mic (with transmitter)   | £90.00  |
| Extra cabled mic   | £30.00  |
| Digital recording (onto memory stick)  | £75.00  |
| Delegate microphone system (up to 10 cabled mics)                              | £260.00 |
| Extra delegate mics (each)   | £30.00  |
| CD player  | £45.00  |
| Press feeds distribution amp Redbox (12 feeds)                                 | £85.00  |
| Audio relays to other meeting rooms (per feed)                                 | £35.00  |
| Powered speaker  | £10.00  |
| Translation equipment  | POA     |
| PC / laptop balance box  | £15.00  |

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| <b>VISUAL PRESENTATION EQUIPMENT</b>                                   |         |
| 10,000 lumen laser high brightness 4k projector (Assembly Hall)        | £895.00 |
| 10,000 lumen laser high brightness 4k projector (hot back up)          | £425.00 |
| 7,000 lumen DLP projector (HGS, BP, HMH, CH)                           | £465.00 |
| Assembly Hall 6m x 3.375m high contrast front projection screen        | £150.00 |
| Assembly Hall Ascender 48, 4k image switcher, scaler and manipulator   | £295.00 |
| 42" plasma with stand  | £150.00 |
| 55" HD LED screen on wheeled trolley                                   | £235.00 |
| 75" LED Screen with floor stand  | £350.00 |
| 80" LED Screen with floor stand (needs to be ordered in)               | £550.00 |
| 95" LED with Supastalk screen stalk                                    | £680.00 |
| 10.2" preview / table comfort monitor                                  | £45.00  |
| Large comfort monitor to stage with black hide                         | £120.00 |
| Large 8ft hanging comfort screen with projector                        | £395.00 |
| Laptop PC  | £95.00  |
| Mac Book Pro   | £125.00 |
| Apple TV (allows you to broadcast on screen from your iPhone and iPad) | £20.00  |
| Image switcher (suitable for BP, HMH, HGS, CH)                         | £145.00 |

NB: Using two or three cameras enables the recording to mix between different shots of the stage (i.e. between the top table and the lectern) and the audience during Q&A sessions. Screen, projector and sound system need to be booked separately.

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| 4-way HDMI distribution unit (to put computer image on more than one screen) | £85.00  |
| Cue light system (requires technician – traffic light)                       | £85.00  |
| Radio mouse  | £35.00  |
| Remote keyboard  | £35.00  |
| Remote slide advancer  | £15.00  |
| Large comfort 8ft screen (hanging) and projection                            | £495.00 |
| Autocue  | POA     |

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| <b>STAGE PRODUCTION TOOLS</b>                               |         |
| Assembly Hall stage set white - single screen 5.6mm x 3.15m | £795.00 |
| Harvey Goodwin Suite stage set white                        | £395.00 |
| Stage set covering with corporate identity (single screen)  | POA     |
| Other staging options to client specifications              | POA     |
| Signage for stage sets                                      | POA     |
| Lecterns wooden or adjustable height lectern                | £75.00  |

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| <b>VIDEO PRESENTATION</b>                              |         |
| 4 way video distribution amplifier                     | £85.00  |
| Panasonic HD broadcast video camera and tripod         | £190.00 |
| Vision mixer   | £295.00 |
| Video editing with edit suite per day                  | £595.00 |
| DVD player   | £45.00  |
| Camera and operator                                    | £595.00 |
| Web streaming / casting services                       | POA     |
| Video conferencing package with small PA               | POA     |
| Large front of house screen with projector for preview | £495.00 |

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| <b>LIGHTING PRODUCTION TOOLS</b>  |         |
| Basic front stage lighting package (6 x profile lights to light the stage)      | £245.00 |
| Uplighters to Assembly Hall or HGS stage set (choice of colours) (4 x battens)  | £225.00 |
| Uplighters to Assembly Hall or HGS stage set (choice of colours) (10 x battens) | £405.00 |
| 18 uplighters for Assembly Hall balcony uplighting arches                       | £360.00 |
| 6 x wireless uplighters (colour option available)                               | £150.00 |
| Pair of wash lights (Par64)   | £40.00  |
| Spotlight for Gobo projection (per light)                                       | £65.00  |
| Gobos (projected stencil of custom or corporate logo) (catalogue available)     | POA     |
| Rotating Gobo   | POA     |
| Profile spotlights (ETC Source 4 lanterns)                                      | £35.00  |
| Chauvet moving light  | £185.00 |
| Avolites Arena lighting desk (required to control lighting levels)              | £325.00 |
| Techpro communications master station with 5 headsets                           | £175.00 |

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| <b>IT</b>  |                       |
| Networking (per pc / piece of equipment)                     | £30.00                |
| Cable network – CAT5E, XLR, BNC, DMX per link to other rooms | £30.00                |
| Basic delegate Wi-Fi   | Included in room hire |
| Hi-speed broadband (up to 100Mbps)                           | £235.00               |
| Small network switch (up to 4 devices)                       | £85.00                |
| Large network switch (up to 15 devices)                      | £175.00               |
| Hard drive 500GB   | £50.00 (Purchase)     |

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| <b>LABOUR</b>   |         |
| Technician (up to 10 hours)   | £335.00 |
| Technician 1/2 day (up to 5 hours)                                    | £225.00 |
| Technician hourly rate: Mon - Fri, outside 8am - 6pm                  | £70.00  |
| Technician hourly rate: Saturday (minimum 6 hours)                    | £80.00  |
| Technician hourly rate: Sunday (minimum 6 hours)                      | £90.00  |
| Camera operator (per day up to 10 hours, Mon - Fri, 8am - 6pm)        | £410.00 |
| Vision mixing engineer (per day up to 10 hours, Mon - Fri, 8am - 6pm) | £410.00 |
| Production manager (per day up to 10 hours, Mon - Fri, 8am - 6pm)     | £475.00 |

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| <b>PHONES AND LINES</b>                                   |         |
| Telephone + line with £15.00 of calls                     | £45.00  |
| Conference phone + line with £15.00 of calls              | £85.00  |
| Conference phone PA system interface (requires PA system) | £30.00  |
| ISDN line each  | £135.00 |
| ISDN line set of 3  | £285.00 |

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| <b>A LITTLE EXTRA SERVICE WE ALSO CAN OFFER</b>  |  |
| If you need bridged video conferencing, simultaneous translation, electronic voting or any additional services or equipment, call our Audio-visual and Production Department on 020 7390 1574. |  |

We can also offer bespoke set design working with one of our set companies, plus full project management from set design to production of presentations and video with full edit. If you would like more details, please contact us.

**Production Companies please note: There will be a buyout policy of £1,995.00 for the Assembly Hall and £1,295.00 for the other of our large rooms, but this will include an in-house technician and the use of our in-house equipment in Package A or Package D.**

**Note:** Please be aware that we charge a **100%** cancellation fee for all equipment cancelled less than **48 hours** before the start of an event. A **20%** surcharge will be added to all AV equipment hire charges and technician hire charges if ordered less than **48 hours** prior to the event.

All rates are exclusive of VAT.



## FOOD AND DRINK

Our in-house caterer, CH&CO, has created a series of delicious and ethically sourced menus. From fine dining to working lunches and delicate canapés we have an extensive list of options; if you have any special requirements, we are happy to listen and create a bespoke menu that works for you, your guests and your budget.

Please visit [churchhouseconf.co.uk](http://churchhouseconf.co.uk) to view our latest menus and wine list. Don't hesitate to get in touch with us on **020 7390 1590** or email [sales@churchhouseconf.co.uk](mailto:sales@churchhouseconf.co.uk) for further information.

"The catering staff were wonderful, well organised, considerate and genuinely seemed passionate in delivering good food and service to our delegates. The food was exceptional – everybody thoroughly enjoyed it!"

GEORGIA HEWSON  
BBC NEWS

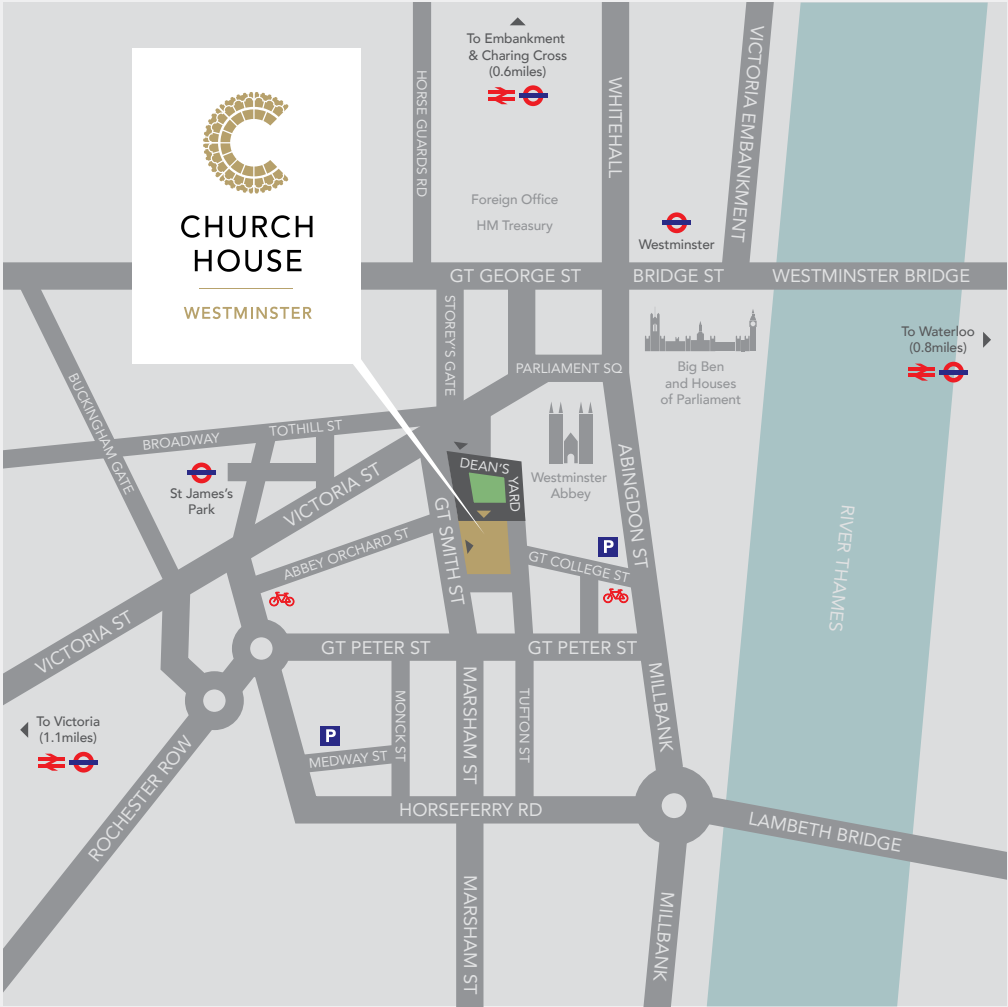
# A SPACE TO INDULGE





# OUR LOCATION

Located in the heart of London adjacent to Westminster Abbey, Church House Westminster's main entrance is within the beautiful Dean's Yard. We are perfectly situated to take advantage of everything London has to offer and your guests will be able to enjoy stunning views of Westminster Abbey and access major attractions in the area, such as the Houses of Parliament, Buckingham Palace, St James's Park and just across the river, The London Eye. Excellent transport links from within London and outside the capital make us one of the most accessible venues in central London.



CHURCH HOUSE  
WESTMINSTER  
DEAN'S YARD  
WESTMINSTER  
LONDON SW1P 3NZ

CHURCH HOUSE WESTMINSTER CAN  
BE ACCESSED BY EITHER DEAN'S  
YARD OR GREAT SMITH STREET

# DIRECTIONS

## PUBLIC TRANSPORT

### UNDERGROUND

- St James's Park 5 minute walk
- Westminster 7 minute walk
- Victoria 15 minute walk
- Charing Cross 15 minute walk
- Waterloo 20 minute walk
- Vauxhall 20 minute walk

### BUSES

Great Smith Street 88  
Victoria Street 11, 24, 211, 148  
Millbank 3, 77A, 159  
Parliament Square 12, 53, 109

### AIRPORTS

Heathrow, Gatwick, City, Stansted and Luton

### SANTANDER CYCLE HIRE

Nearest docking stations:  
Abbey Orchard Street, Westminster 3 minute walk  
Abingdon Green, Westminster 3 minute walk

## UNDERGROUND

### FROM ST JAMES'S PARK

Leave the station via the Broadway exit (straight ahead) and head down Tothill Street. When you reach the end, you will see Westminster Abbey. Cross over the road going towards the Abbey. On your right you will see a small archway with a security cabin and a gate. Go through the archway into Dean's Yard and head towards the large building facing you at the end of the yard - this is Church House.

### FROM WESTMINSTER

Leave the station via exit 4, turn right and walk to the first set of traffic lights on your left. Cross the road going towards the Houses of Parliament. Go straight ahead past the Houses of Parliament until you reach the next set of pedestrian lights. Turn right and walk past Westminster Abbey. At the end of the Abbey you will see a small archway on your left with a security cabin to the side. Go through the archway into Dean's Yard. Church House is the large building facing you at the end.

### FROM VICTORIA

Leave the station by the front entrance. Cross the first road on the right (Vauxhall Bridge Road) and walk straight down Victoria Street for approximately 15 minutes until you reach Westminster Abbey. Standing in front of the Abbey, you will see a small archway with a security cabin to the right. Go through the archway into Dean's Yard and head towards the large building facing you at the end of the yard - this is Church House.

A  
SPACE  
TO  
VISIT



# ACCESSIBILITY

There are two entrances to Church House, Westminster. One is located in Dean's Yard which is accessed by steps from street level; please note there is no public vehicular access to Dean's Yard. The second entrance is on Great Smith Street (near the junction with Victoria Street.) It has convenient wheelchair access from street level and is closer to the lifts inside the building.

## IN-HOUSE FACILITIES INCLUDE

- Wheelchair access throughout the building and all rooms except the Jubilee Room.
- Specially adapted toilets on the lower ground floor (near cloakroom) and the first floor (near the Convocation Hall and Hoare Memorial Hall).
- Induction loops are available, please let us know in advance if you require one. The reception desks at both entrances and all passenger lifts are fitted with induction loops.
- Passenger lifts are equipped with voice synthesisers announcing the floor and emergency information for sight impaired visitors.
- Wheelchair access ramps to stages for any speakers requiring this facility. Please let us know your requirements when ordering staging.
- All rooms are flat-floored allowing for flexible seating arrangements. Please note that accommodating a large number of physically disabled visitors will reduce the stated capacity of each room.
- All staff participate in regular disability awareness training and are trained first aiders with current certification.
- Mobile phone charging facilities (available on request).

## DISABLED PARKING BAYS

There is no parking available at Church House. Below we have detailed a list of disabled parking spaces nearby; some limit the amount of time you can park.

- 1 Little Smith Street (outside Church House garage)
- 2 Great Peter Street (in front of number 19)
- 3 Great Peter Street (two parking bays on the corner of Gayfere Street)
- 4 Smith Square (in front of Transport House)
- 5 Smith Square (in front of number 7)



Dean's Yard  
Westminster  
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