

# **Royal Geographical Society** (with IBG)

## Venue Hire | Small Conferences

## Small Conferences

Events for up to 100 people.

Our small conferences package includes use of the warm and welcoming Main Hall, along with our spacious Education Centre; these two spaces are ideal for holding a conference or event for up to 100 attendees. The rooms can be booked for a half or full day between 8am and 5.30pm. Our handy package includes:

- Exclusive use of the Education Centre
- Use of the adjoining Main Hall as break-out space for informal networking and refreshments
- Access to our secluded outside terrace with space to sit down outside if the London weather permits!
- Entrance to the building from Kensington Gore, adding to the atmosphere of visiting the building as this is the red brick Royal Entrance
- Full AV set up in the Education Centre plus a speaker system in the Main Hall

### We can also help with the following:

- If you need earlier access to set up, this can be arranged for £100 per hour
- We can also offer later opening times beyond 5.30pm for our evening hire rates
- If you're in need of catering, you can partner with our trusted caterers Lodge Catering to provide food and drinks for your event

## The Education Centre



Our bright and spacious Education Centre is an ideal space to hold conferences, workshops or large meetings. It accommodates 100 delegates in a lecture theatre style, but can also be laid out with round tables for smaller group discussions.

## The Main Hall



The Main Hall is an atmospheric space, with original wood floors and large windows overlooking Hyde Park, making it an ideal space for your refreshment breaks. It can hold 100 people standing, with room for up to 5 exhibitors as well.

# Some finer details

## Capacity for the Education Centre

- Lecture Theatre Style x 100
- Cabaret Style x 60
- Classroom Style x 40

## Capacity for the Main Hall

- Standing x 100
- Maximum of 5 exhibitor stands at 1m x 2m

## Further AV information

### The standard AV setup includes:

- A projector
- A lectern and lectern microphone
- Use of a laptop
- Remote control for presentations
- Speakers - these can be linked to the speakers in the Main Hall

### You may also require:

- 5 table microphones
- 2 hand held microphones
- A flipchart with pens and paper

## Catering information:

We usually serve food and drinks in the Main Hall, but if you'd prefer this to be offered in the Education Centre then that can be arranged. To add catering to your booking, please contact our trusted partner Lodge Catering directly, and they will be more than happy to help:

Email: [lodge-catering@lodge-catering.co.uk](mailto:lodge-catering@lodge-catering.co.uk)

Telephone: 020 8960 5794

Website: [www.lodge-catering.com](http://www.lodge-catering.com)

## Pricing for use of the Main Hall and Education Centre (VAT inclusive):

We are proud to offer a reduced rate to registered charities and educational institutions. We also offer RGS Members and RGS Fellows a discounted rate for private hires.

### A couple of things to note:

- RGS staff occasionally use the Main Hall as a thoroughfare, however staff are always considerate and keep disruption to a minimum
- Due to the venue's busy schedule, the building would need to be vacated by the agreed finishing time

### If you go ahead and book this package, please remember:

- To include time for setting up and derigging in your booking
- To allocate one of your team member/s to register and badge attendees on the day

### If you're happy to go ahead, we just need the following a week before your event:

- The time of arrival and departure for organisers and any catering
- The time you expect attendees to arrive
- A schedule for the day, including sessions and breaks for refreshments
- When you expect delegates to depart
- A/V requirements

You are welcome to organise a delivery of small items which we can store at the venue a day in advance. If you could kindly label these with your event title and date, and collect the following day, it would be much appreciated. Any items that remain uncollected after 7 days will unfortunately have to be disposed of.

Please also note that working dogs are very welcome, however other pets cannot be accommodated.

## 2019 Hire Fee (VAT inclusive)

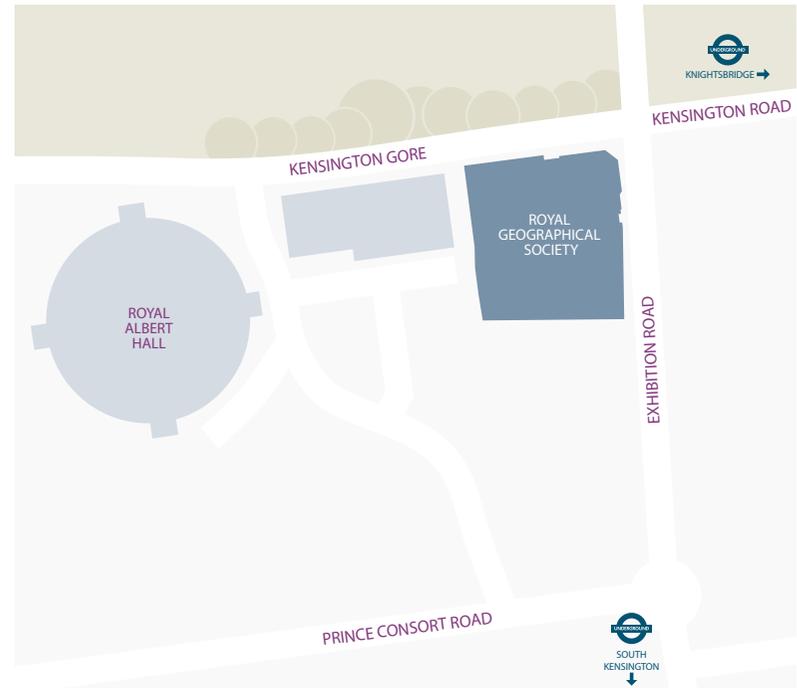
| Package  | Access          | Rate   | Reduced Rate | Agency Rate |
|----------|-----------------|--------|--------------|-------------|
| Day      | 8am - 5.30pm    | £2,390 | £1,870       | £2,640      |
| Half Day | 8am - 1pm       | £1,580 | £1,230       | £1,740      |
| Half Day | 1.30pm - 5.30pm | £1,580 | £1,230       | £1,740      |

# Site Plan



Ground Floor Plan

# Venue Location



**Royal Geographical Society Enterprises**

Commercial activities supporting the charity

**Royal Geographical Society (with IBG)**  
1 Kensington Gore  
London SW7 2AR

The venue is located on the intersection of Kensington Gore and Exhibition Road, with both South Kensington and Knightsbridge underground stations a 10-15 minute walk away.

Delegates using the venue can enter through the entrance on Kensington Gore.