

Conference Rooms at Girlguiding UK
17-19 Buckingham Palace Road,
London. SW1W 0PT

Rooms

Girlguiding UK currently have four meeting rooms available for hire at the headquarters building on Buckingham Palace Road, five minutes walk from Victoria Station. Rooms are laid out prior to your arrival and facilities provided to meet your requirements.

5th Floor Business Area

Our largest room, the 5th Floor Business Area has a maximum capacity of 50 people. It offers a multipurpose room perfect for large meetings, including a casual break out space which is separated by screens from the meeting area and supplied with comfortable lounge chairs. There is plenty of light on both sides of the floor with adjustable blinds for added comfort.

5th Floor Lounge Area

The 5th Floor Lounge Area, which includes access to an outdoor balcony overlooking Buckingham Palace, can accommodate 30 people theatre style or 24 people boardroom style. This room is not suitable for disabled visitors as final access is via a flight of stairs.

Ground Floor Meeting Area

With access at street level this bright and creative space is perfect for training, team building, and blue sky days. With a small lounge area and the option for formal meeting room layout or a more casual setup, this is a very flexible meeting room option. This area can hold 48 people theatre style.

Boardroom

Our self contained Boardroom is naturally lit with an oval table, offering a more formal setting for smaller meetings. Suitable for meetings of up to 12 people.

Room Hire Rates		Rate A		Rate B	
Room	Capacity	Half Day	Full Day	Half Day	Full Day
5 th Floor Business Area	Boardroom 24 Theatre 50 U-Shape 21	£195 + VAT	£350 + VAT	£170 + VAT	£300 + VAT
5 th Floor Lounge Area	Boardroom 24 Theatre 30 U-Shape 21	£120 + VAT	£200 + VAT	£110 + VAT	£180 + VAT
Ground Floor Meeting Area	Boardroom 30 Theatre 48 U-Shape 26	£105 + VAT	£170 + VAT	£95 + VAT	£150 + VAT
Boardroom	Boardroom 8 Theatre 12	£65 + VAT	£90 + VAT	£60 + VAT	£75 + VAT

Rate A: Commercial / Public Sector organisations

Rate B: Charitable organisations

Chief Guide: Gill Slocombe

Chief Executive: Miss Denise King BA Hons

17 - 19 Buckingham Palace Road, London, SW1W 0PT
t: 0207 8346242 f: 0207 8288317 e: chq@girlguiding.org.uk w: www.girlguiding.org.uk

Girlguiding UK is an operating name of The Guide Association. Registered Charity No: 306016
Incorporated by Royal Charter



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Additional Facilities Available:

Facility	Cost
Flipchart/paper/pens	£10 per day + VAT
Overhead Projector	£30 per day + VAT
Projector Screen	£10 per day + VAT
Digital Projector	£75 per day + VAT
Laptop	£75 per day + VAT
Television and DVD Player	£30 per day + VAT
Refreshments: Serviced supply of tea, coffee, biscuits.	£3.50 per person per day

Catering

- We can assist in arranging catering with external contractors. Please contact us for further details.
- Refreshments: This facility will be serviced regularly throughout your meeting by a staff member.

Lunch option 1 Assortment of Sandwiches Fruit Platter Crisp Platter	£7.30 + VAT per person
Lunch option 2 Assortment of Sandwiches Fruit Platter Assorted Cake Platter	£7.95 + VAT per person

How to book

To book any of our meeting rooms please call 020 7592 1818 or email meeting.rooms@girlguiding.org.uk to check availability and make a provisional booking. Your booking will then be confirmed upon receipt of your booking form and deposit. Deposits must be paid within 4 weeks of the provisional booking date and the full balance for the meeting room and all additional facilities must be paid 4 weeks prior to your visit.

Deposit Required:

Room	Capacity	Rate A		Rate B	
		Half Day	Full Day	Half Day	Full Day
5 th Floor Business Area	50	£50	£90	£45	£75
5 th Floor Lounge Area	30	£30	£50	£30	£45
Ground Floor Meeting Area	48	£25	£45	£25	£40
Boardroom	12	£20	£25	£15	£20

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Booking Form

Please complete all sections below

Date of meeting:	
Meeting room required:	
Contact name:	
Organisation name:	
Contact address:	
Daytime telephone number:	
Mobile telephone number:	
Email address:	
Fax number:	
Name of meeting:	
Number of delegates	(please provide a list of delegate names when known)
Arrival time:	AM/PM (delete as applicable)
Departure time:	AM/PM (delete as applicable)
Room layout:	Boardroom/Theatre/Horseshoe (delete as applicable)
Equipment required: (Please note that we cannot guarantee availability of equipment. Reservations will be made for available equipment on receipt of this form)	Tick those that are required <input type="checkbox"/> Flip Chart and Pens <input type="checkbox"/> Laptop <input type="checkbox"/> Projector <input type="checkbox"/> Projector Screen <input type="checkbox"/> TV & DVD <input type="checkbox"/> Refreshment <input type="checkbox"/> Lunch Option 1/Option 2 (delete as applicable)
Do you require disabled access?	
Date form completed:	

By completing this booking form and paying your deposit you agree to the terms and conditions as stated below:

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Private Hire 2011 Terms and Conditions of Booking

1. Payment

- Deposits are strictly non-refundable
- You may make your payment by cash, cheque or Credit Card.
- Cheques must be made payable to "The Guide Association".
- Receipt of deposit confirms the booking. All bookings are provisional until the deposit is received.
- Deposits must be received within four weeks of your initial booking
- The full balance must be received no later than four weeks before the date of the event.
- If the full balance is not received four weeks before the date of the event, your booking will be cancelled.

2. Alteration or cancellation of bookings

- Provisional bookings will be held on our system for a maximum of four weeks from the date of enquiry.
- Provisional bookings may be cancelled at any time by the customer during the four-week period stated above by phone, email or letter.
- Numbers of attendees must not exceed those agreed at the time of booking.
- If you decide to cancel up to four weeks before the event, Visitor Services will refund any balance paid. However, Visitor Services will not be able to refund your deposit.
- Cancellations made less than four weeks before the event are not eligible for a refund. However, your booking may be carried over to a later date at the discretion of the Visitor Services manager.
- If Visitor Services is unable to honour a booking due to staff shortages, structural problems or other unforeseen events which would force the building to close, every effort will be made to transfer the booking to an alternative date. If no alternative can be found, a full refund, including deposit, will be provided.

3. Damage

- Meeting Co-ordinators are responsible for the conduct of their groups while visiting Commonwealth Headquarters
- All accidental damage must be reported to a member of Visitor Services staff
- Damage to any equipment, fixtures or fittings caused wilfully or through misuse will incur a repair charge to the group responsible.
- Visitor Services reserves the right to refuse bookings from any group with outstanding charges for damage on their account.

4. General

- Girlguiding UK accept no liability for injury to persons or loss or damage to property while on Girlguiding UK property.
- Whilst we will endeavour to do our best to keep our customers informed, Visitor Services is not responsible for schedule changes made by external parties, for example, caterers or training providers.

For queries regarding these terms, please contact the Visitor Services manager on 0207 592 1818

