



**MUSEUM  
OF LONDON  
CONFERENCES**



## A PASSION FOR THE BEST EVENTS IN LONDON



Located in the heart of the City, the Museum of London is the ideal venue for your next conference.

The diverse selection of contemporary facilities offers versatile space for presentations, AGMs, product launches, lectures and meetings – with a fantastic choice of mouthwatering menus to match.

The venue provides an inspiring backdrop for any event.



## THE TERRACE ROOMS



With natural daylight and designer furniture throughout, the three stylish Terrace Rooms provide an ideal venue for a day time meeting.

These new facilities provide air conditioning, WiFi and presentation equipment as standard.

A private garden area offers a tranquil & peaceful setting for breaks or post-conference receptions.



# THE TERRACE GALLERY

The Terrace Gallery is a popular venue for day time meetings up to 100 delegates and has direct garden access.

A data projector, screen and PA system are offered for every meeting.

## Capacity

|                      |            |  |            |
|----------------------|------------|--|------------|
| <b>Theatre style</b> | <b>100</b> | <b>Classroom</b>   | <b>30</b>  |
| <b>Cabaret</b>       | <b>63</b>  | <b>Reception</b>   | <b>120</b> |
| <b>Boardroom</b>     | <b>25</b>  | <b>Dinner</b>  | <b>90</b>  |
| <b>U-shape</b>       | <b>21</b>  | <b>Terrace spaces with exclusive use of the Terrace garden</b> | <b>200</b> |
| <b>Horseshoe</b>     | <b>15</b>  |  |            |



## THE GARDEN ROOM

The Garden Room has a capacity up to 70 delegates.

It can be used as a break out room for the Terrace Gallery, a separate catering area or as a meeting room in its own right.

### Capacity

|                      |           |  |            |
|----------------------|-----------|--|------------|
| <b>Theatre style</b> | <b>70</b> | <b>Classroom</b>                         | <b>27</b>  |
| <b>Cabaret</b>       | <b>45</b> | <b>Reception</b>                         | <b>70</b>  |
| <b>Boardroom</b>     | <b>30</b> | <b>Dinner</b>                            | <b>60</b>  |
| <b>U-shape</b>       | <b>30</b> | <b>Terrace spaces</b>                    |            |
| <b>Horseshoe</b>     | <b>20</b> | with exclusive use of the Terrace garden | <b>200</b> |



## THE TERRACE BOARDROOM

The Terrace Boardroom is an exclusive room boasting a stylish archaeological display.

Perfect for intimate meetings, it also has a built-in plasma screen which can be linked to a laptop for presentations.

**Capacity**

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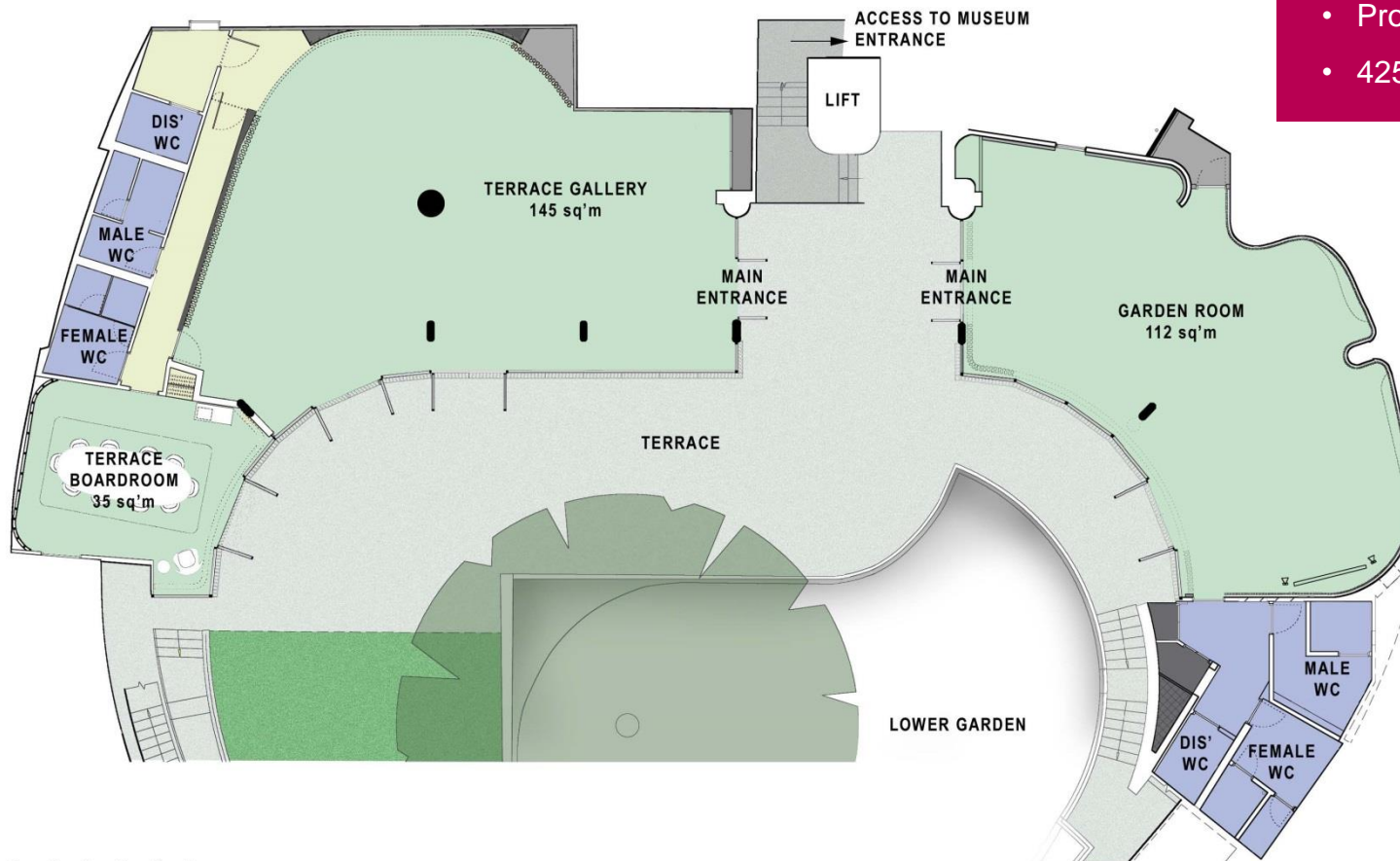
**Boardroom**

**12**

# TERRACE ROOMS

## Floor plan

### TERRACE & ROTUNDA GARDEN



TOTAL INDOOR AREA 292 sqm

### Additional information

- Integrated bar unit
- Wheelchair accessible
- WiFi
- Air conditioning
- Natural daylight
- Projector & screen
- 425 sqm



## THE WESTON THEATRE

The Weston Theatre is a purpose built lecture theatre providing a high spec venue for presentations and conferences.

It is fully equipped with PA, data projector, screen, lectern and an in-house technician.

The Theatre also offers full blackout facilities, air conditioning, WiFi and wheelchair access.

### Capacity

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**Theatre**      **230**

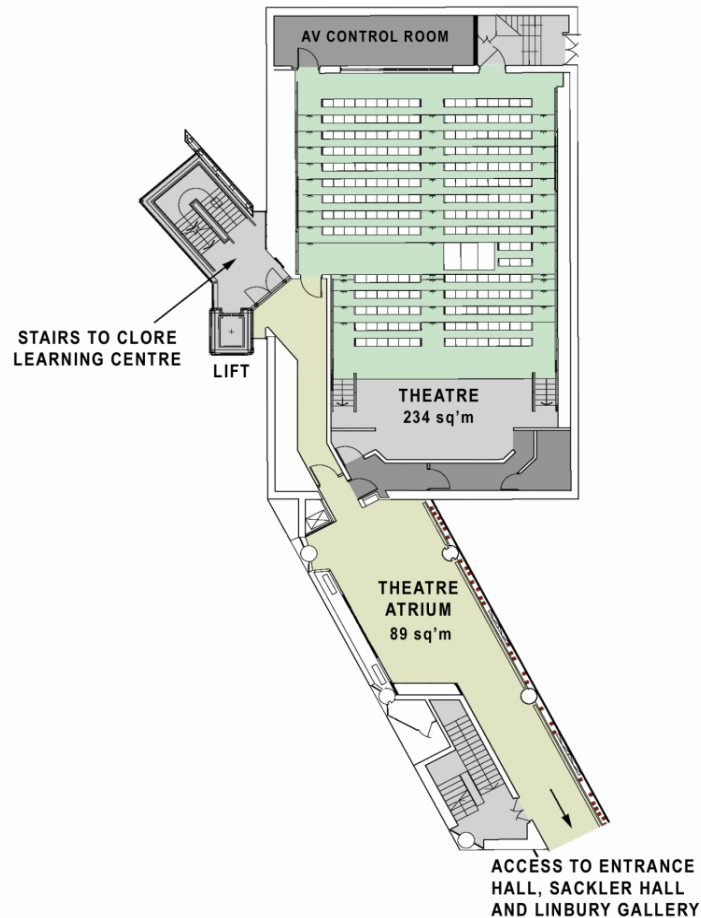
**with additional space for  
wheelchairs**



# WESTON THEATRE

## Floor plan

### WESTON THEATRE LOWER LEVEL 1



### Additional information

- Wheelchair accessible
- WiFi
- Air conditioning
- PA system and lecturn
- Projector & screen
- In-house technician
- 323 sqm

TOTAL AVAILABLE AREA 323 sqm



# THE CLORE CENTRE

The Clore Centre incorporates one main activity space which can be split in to 3 sections, in addition to a seminar room and studio.

It can also be used as registration, exhibition and refreshment space for the Weston Theatre.

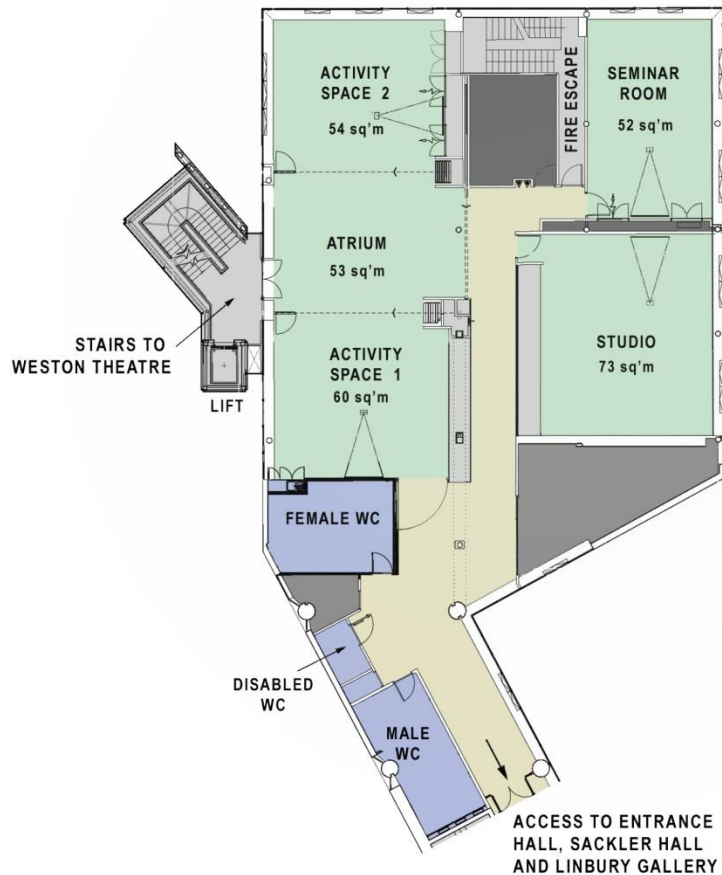
## Capacity

| Activity Space |     | Seminar Room  |    | Studio        |    |
|----------------|-----|---------------|----|---------------|----|
| Theatre style  | 100 | Theatre style | 50 | Theatre style | 50 |
| Cabaret        | 75  | Cabaret       | 25 | Cabaret       | 25 |
| Boardroom      | 40  | Boardroom     | 20 | Boardroom     | 20 |
| U-shape        | 30  | U-shape       | 21 | U-shape       | 21 |
| Horseshoe      | 30  | Horseshoe     | 21 | Horseshoe     | 21 |
| Classroom      | 40  | Classroom     | 20 | Classroom     | 20 |
| Reception      | 200 | Reception     | 60 | Reception     | 60 |

# CLORE CENTRE

## Floor plan

### CLORE CENTRE UPPER LEVEL 1



0m 1 2 3 4 5

TOTAL AREA 292 sqm

#### Additional information

- Wheelchair accessible
- WiFi
- Air conditioning
- Natural daylight
- Projector & screen
- 292 sqm



## MAIN SPACES

Combine the Entrance Hall, with its open space and futuristic bar, with the show-stopping Sackler Hall for your breakfast event.

Customise our state of the art plasma screen and 360° LED ellipse for your presentation, before treating your delegates to a first-class breakfast.

### Capacity

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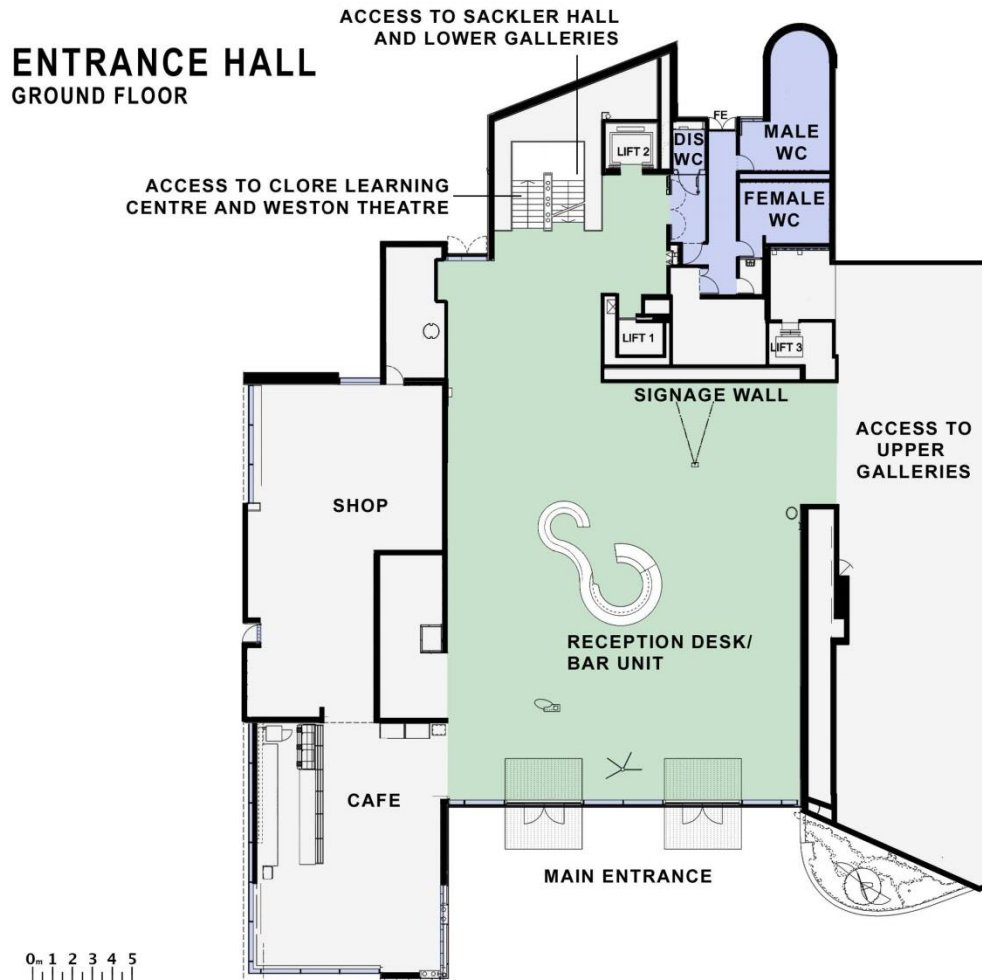
|                             |            |
|-----------------------------|------------|
| <b>Reception</b>            | <b>400</b> |
| <b>Theatre style</b>        | <b>300</b> |
| <b>Cabaret</b>              | <b>310</b> |
| within the 360° LED ellipse | <b>180</b> |

# ENTRANCE HALL

## Floor plan

### Additional information

- Integrated bar unit
- Wheelchair accessible
- WiFi
- Air conditioning
- Natural daylight
- Projector & screen
- 409sqm

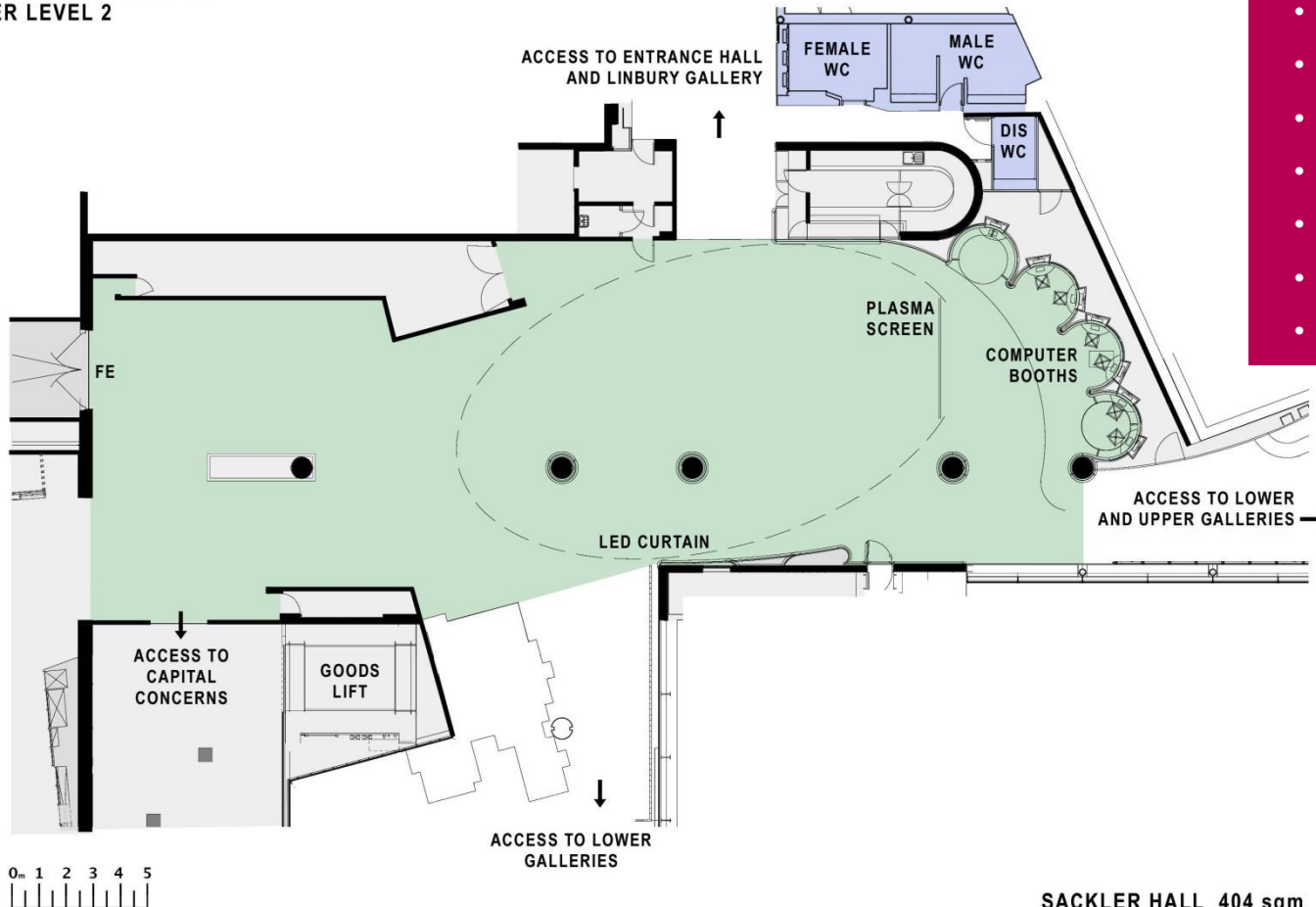


ENTRANCE HALL 409 sqm

# SACKLER HALL

## Floor plan

### SACKLER HALL LOWER LEVEL 2



### Additional information

- Wheelchair accessible
- WiFi
- Air conditioning
- Natural daylight
- 48m LED curtain
- 9 x 42" Plasma
- Staging and lectern
- 5.1 Audio System
- 3 Phase Power
- Pin spot lighting
- Relay camera
- 404sqm

SACKLER HALL 404 sqm



## CATERING OPTIONS

A range of delicious options are available, from working sandwich lunches to hot fork buffets, breakfast menus to themed breaks.



We can design a bespoke menu for your delegates. Special dietary requirements can be catered for.

All sandwiches and buffet items are made on site by the Museum of London's catering partner, Benugo. The coffee is Fairtrade, milk is organic and tea is whole leaf, sourced from the best estates in India and China.



## ADDITIONAL OPTIONS



Enhance your visit to the Museum of London with a private guided tour for your delegates.

Make your event really special by incorporating object handling with a curator. One of the Museum's hosts can focus with your team on an exhibit with links to your business or a specific period in time. We also offer team building events.

Why not end the day in style with a reception or dinner in one of the galleries? Please ask for more details.





## WHY CHOOSE THE MUSEUM OF LONDON?



- Dedicated events team, including full AV support
- Unique, diverse and flexible event spaces, competitively priced
- Incorporate a tour or talk focusing on our fascinating exhibitions to make a truly memorable event
- After your day event stay with us for a few drinks in London Wall Bar & Kitchen or hold your own private reception
- The Museum of London is a not-for-profit organisation. Our objective is to inspire a passion for London and learning among Londoners
- Fully accessible spaces, including garden areas
- Green venue – green roof initiative & rainwater recycling programme. We also carefully vet our caterers & suppliers
- Easily accessible by public transport
- You'll be in good company – our customers love to come back to us!



## PRICES

Combinations of rooms can be booked at a discounted rate.

Additional prices apply for catering and additional AV requirements.

All prices are subject to the addition of VAT at the standard rate.

Prices subject to alteration, please ask for a full quote.

**Full day hire  
9am – 5pm**

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|  |                                      |
|--|--------------------------------------|
| <b>Boardroom</b>   | <b>£500</b>                          |
| <b>Garden Room</b>                                       | <b>£1,000</b>                        |
| <b>Terrace Gallery</b>                                   | <b>£1,500</b>                        |
| <b>Clore Centre</b><br>per room                          | <b>£500</b>                          |
| <b>Weston Theatre</b>                                    | <b>£3,000</b>                        |
| <b>Entrance Hall and Sackler Hall</b><br>breakfast event | <b>7am – 9.30am</b><br><b>£2,500</b> |



## DAY DELEGATE RATE

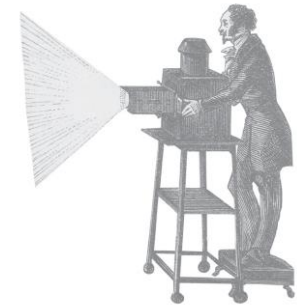
We have Day Delegate Rate packages available to suit your needs.

All prices are subject to the addition of VAT at the standard rate.

Prices subject to alteration, please ask for a full quote.

We can provide:

- Venue hire from 9am-5pm
- Tea, coffee and biscuits on arrival
- Mid-morning tea, coffee and biscuits
- Lunch
- Afternoon tea and coffee
- Water
- 1 x flip chart and pens
- Recycled paper and recyclable pencils
- Event management
- Complimentary use of the galleries during breaks





## CONTACT

**Museum of London**

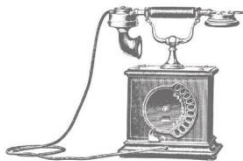
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London EC2Y 5HN

[venuehire@museumoflondon.org.uk](mailto:venuehire@museumoflondon.org.uk)

[www.museumoflondon.org.uk](http://www.museumoflondon.org.uk)

020 7814 5789



### **Nearest stations:**

Barbican

St Paul's

Moorgate