

Organiser's Handbook

General Venue Information

Toilets

The main toilets are located on the ground and lower ground floor; there is also a unisex toilet per floor. The disabled toilet can be found on the ground floor.

Parking

There is no parking facility available at Trafalgar Events. There is limited street parking available on Northumberland Avenue and in the surrounding area. The nearest car parks can be found at Trafalgar Square – Spring Gardens and Leicester Square – Whitcomb Street.

Telephone and Internet Access

A direct dial line can be set up in your meeting room to both receive and make calls. Charges will be applied where appropriate. Trafalgar Events offers a WiFi system available for clients use.

Disabled Facilities and Access

There is disabled access into the venue and lift access to all floors. The disabled toilet is located on the ground floor. All of our meeting rooms are equipped with hearing aid loops to assist delegates with hearing difficulties.

Smoking

Trafalgar Events operates a strict no smoking policy. Delegates and guests should please refrain from smoking on the pavement directly outside the venue or on the venue steps.

Signage

Signage of your event is provided by Trafalgar Events however if you would like to provide your own signage please liaise with your event manager.

Photography

Permission must be given by Trafalgar Events with regards to any recordings, photographic, video, audio or otherwise made at all events held at the venue.

Climate Control

If you require a temperature adjustment in your meeting room, please notify your event manager.

Reception / Security

Our reception desk is manned from 8.30am until 4.30pm Monday through Friday. If security for events is required outside these hours this can be arranged. Please contact your event manager for further information.

020 7766 6660
trafalgarevents.co.uk

info@trafalgarevents.co.uk

Trafalgar Conferences Ltd
8-9 Northumberland Street
London WC2N 5DA

Registered in England No. 06614122
VAT No. 927 4084 14

Transport

Trafalgar Events is centrally located and easily accessible by all forms of transport.



National Rail

Charing Cross – 5 minute walk

Waterloo – 15 minute walk

Underground

Charing Cross Station – (Bakerloo and Northern Lines) 5 minute walk

Embankment (District, Circle, Bakerloo and Northern Lines) 5 minute walk

Leicester Square (Northern and Piccadilly Lines) 15 minute walk

Car

Access by car from all major routes

Airports

Heathrow Airport – Heathrow express to Paddington Station, then 7 stops on the Bakerloo Line to Charing Cross

Gatwick Airport – Gatwick express to Victoria (30 mins), then 4 stops on Circle or District line to Embankment

Stansted Airport – Stansted Express to Liverpool Street Station then 8 stops on the Circle or District Lines to Embankment

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Emergency Procedures

In the event of a fire alarm

Please leave the building by the nearest exit closing, but not locking, all doors behind you. Please make sure all delegates are aware of the nearest fire exit. Ensure all members of your group are accounted for and if you have disabled persons in the group please make sure that they have the appropriate assistance. Follow any instructions given by the fire marshal or members of staff.

Please proceed to the assembly point which is the tree located opposite the entrance on the corner of Northumberland Avenue and Northumberland Street, and await further instructions.

Under no circumstances during a fire alarm should you:

- Use the lifts
- Allow anyone to collect personal belongings
- Return to the building without permission to do so by the fire marshal or Trafalgar Events staff

First Aid Facilities

Trafalgar Events have first aiders on site who can assist delegates if necessary. Please direct all first aid requests to the events office on Ext. 6660.

Organisers Procedures

Rubbish disposal and material storage

Any materials left more than 24 hours after the date of an event will be disposed of, unless arrangements have been made with the Trafalgar Events team. Please ensure all items are properly labelled. Any items without proper contact details will be disposed of. Trafalgar Events cannot be held responsible for anything lost or damaged in the post or sent by courier after your event.

Deliveries and Collections

Trafalgar Events is not responsible for boxes and materials stored for events. Please acknowledge that this is done at your own risk.

Please ensure that all deliveries are pre-arranged with a member of the events team. All deliveries must be made within the venues' opening hours (8.30am - 5pm). Any deliveries outside these hours must be pre-arranged with the events team. Please note as storage space is limited we are unable to accept items more than 24 hours prior to the start of your event.

Please address your deliveries as follows:

Events Team
Trafalgar Events
8 – 9 Northumberland Street,
London,
WC2N 5DA

On each item please include:

Trafalgar Events
(your event title)
Attention (name of your Trafalgar Events contact)
(Event Date)
(Event organiser name)
(room you will be using on the day)
An item sequence eg 1 of 5 / 2 of 5 etc



Environmental Responsibility

Respect for the environment is fundamental to assuring a sustainable future. Trafalgar Events recognises that our day-to-day activities impact on the environment in both positive and negative ways. We aim to minimise harmful effects whenever we can and will work through a continuous improvement process. Trafalgar Events has embarked on a company-wide programme to improve our environmental performance, to set policies and targets and implement management systems to monitor and measure our performance. Our first step has been to agree an overarching Environmental Policy. This policy sets out our approach to environmental management. Effective implementation of this policy represents an opportunity to improve Trafalgar Events performance by reducing environmental risks and impacts and increasing the efficiency of our operation. Trafalgar Events is committed to the prevention of pollution and will work to minimise the impact of its operations through a continuous improvement system.

Recycling

We currently recycle:

Paper, cardboard, plastic bottles and printer cartridges.

We do:

Manage our venue's energy consumption by turning off unnecessary lighting and climate control to our rooms.

Use fair-trade products wherever possible.

Where possible buy from small independent suppliers.

Have an on-site water purification system which has saved an estimated 270,000 1 litre glass bottles from being transported and saving an estimated 25 tonnes of carbon emissions.

Use environmentally friendly cleaning products.

Use electronic documentation and files where possible to limit paper consumption.

Seek to reduce consumption of materials in our operations and promote recycling and the use of recycled materials.

Manage energy and water usage wisely in all our operations, for example we have installed a waterless urinal system in the male toilets.

Incorporate environmental considerations into the procurement of goods and services.

Further Aims

Allocate sufficient management resources to ensure effective implementation of the environmental policy.

Motivate and educate our employees to conduct their activities in an environmentally responsible manner.

Measure, monitor and report on key indicators of our environmental performance.

Review our policy on a regular basis to take into account new developments in environmental management and legislation, and also stakeholder expectations.

Perform periodic audits of our activities to ensure compliance with company requirements, legislation and policy requirements.

Implementation

Trafalgar Events recognises that the effective implementation of the policy represents an opportunity to improve the performance of the company by reducing environmental risks and impacts, and increasing the efficiency of an operation.

