

NCVO Conference Suite

NCVO's prestigious Conference Suite is fully accessible and managed by staff who are experienced in both running and supporting events of all types. Situated in a pleasant canal-side setting, the suite is available for hire seven days a week from 9am-6pm.

NCVO is conveniently located just ten minutes walk from King's Cross/St Pancras Domestic and International Stations and a fifteen minute walk from Euston, Caledonian Road and Angel underground stations which makes it easy to get to whether your delegates are travelling by underground or overground.

There is limited car parking for visitors with disabilities, spaces must be booked in advance and blue badges displayed at all times.

Excellent catering is provided in-house by our highly rated Chefs at very competitive prices.

To arrange a viewing please contact the conference suite team on 0207 520 2404.

How to find NCVO's Conference Suite

The address is: NCVO, Regent's Wharf, 8 All Saints Street, London, N1 9RL
<http://maps.google.co.uk/>

- **Limited parking for people with disabilities** - is available in the courtyard by prior arrangement with the conference suite team, telephone 020 7520 2404.
- **Bicycles** – We have 40 bike racks in our courtyard (bikes left at the owners' risk). For the nearest Barclays cycle hire docking stations click on the link <https://web.barclayscyclehire.tfl.gov.uk/maps>
- **Walking** – to plan your walking route please click on the link <http://walkit.com/cities/london/>
- **Buses** – 17/91/259 all from King's Cross/St Pancras and Euston to NCVO. For other routes click on the link <http://www.tfl.gov.uk/tfl/gettingaround/maps/buses/>
- **Trains** - to King's Cross/St Pancras Domestic and International, Euston stations. To plan your journey please click on the link <http://www.tfl.gov.uk/gettingaround/9444.aspx> (London area)
<http://ojp.nationalrail.co.uk/en/s/planjourney/query> (National)
- **Tube** – Nearest underground station is King's Cross/St Pancras with access to the Piccadilly, Circle, Victoria, Hammersmith and City, Northern (Bank branch) and Metropolitan lines. Please click on the link <http://www.tfl.gov.uk/assets/downloads/standard-tube-map.pdf>
- **Car parking** - Parking meters in the surrounding streets (time limited). Or visit www.ncp.co.uk for other car parks in the area.

For further details or to make a booking please contact NCVO's Conference Suite Team on Tel: 020 7520 2404, Email: conferencesuite@ncvo-vol.org.uk Fax: 020 7713 6300

NCVO Conference Suite

Price list and room capacities

NCVO Members

- Full day session 9am-6pm
- Half day session 9am-1pm or 2pm-6pm
- Weekends (Saturday or Sunday) 9am-6pm (half days not applicable):
A minimum charge of £287 per day for room hire applies at weekends.

Room Capacities

Room Hire Charges

Rooms	Theatre	Boardroom	Workshop	Cabaret	U shape with tables	NCVO member organisation – full day rate	NCVO member organisation – half day rate	NCVO member organisation – Sat or Sun
1	100	n/a	50	54	n/a	£387	£249	£387
2	20	12	12	n/a	n/a	£127	£94	£287
3	30	16	16	n/a	n/a	£177	£101	£287
4	20	12	12	n/a	n/a	£127	£94	£287
5	20	16	16	n/a	n/a	£127	£94	£287
6	40	28	30	n/a	n/a	£209	£127	£287
7	100	40	46	48	30	£369	£225	£369
8	70	36	30	36	28	£287	£166	£287
9	70	36	30	36	28	£287	£166	£287
10	70	32	35	36	28	£287	£166	£287
11	70	36	30	36	28	£287	£166	£287
12	70	32	35	36	28	£287	£166	£287

Multi room capacities and associated discounted rates

1+2	120	n/a	n/a	n/a	n/a	£475	£314	£475
3+4	45	28	28	n/a	n/a	£287	£166	£287
1+2+3+4	120	n/a	n/a	n/a	n/a	£701	£417	£701
5+6	70	40	40	30	n/a	£309	£184	£309
5+7	100	n/a	n/a	n/a	n/a	£457	£306	£457
5+6+7	100	n/a	n/a	n/a	n/a	£678	£418	£678

Please note that the above are maximum capacity calculations. The inclusion of exhibition displays, audio visual aids, catering requirements etc. may necessitate a reduction in the maximum capacities quoted or require an additional room(s) to be hired. Room hire charges are exempt from VAT.

NCVO Conference Suite

Price list and room capacities

Voluntary Sector Non-Member

- Full day session 9am-6pm
- Half day session 9am-1pm or 2pm-6pm
- Weekends (Saturday or Sunday) 9am-6pm (half days not applicable):
A minimum charge of £287 per day for room hire applies at weekends.

Room Capacities

Room Hire Charges

Rooms	Theatre	Boardroom	Workshop	Cabaret	U shape with tables	Voluntary non-member organisation – full day rate	Voluntary non-member organisation – half day rate	Voluntary non-member organisation – Sat or Sun
1	100	n/a	50	54	n/a	£484	£312	£484
2	20	12	12	n/a	n/a	£159	£118	£287
3	30	16	16	n/a	n/a	£222	£127	£287
4	20	12	12	n/a	n/a	£159	£118	£287
5	20	16	16	n/a	n/a	£159	£118	£287
6	40	28	30	n/a	n/a	£262	£159	£287
7	100	40	46	48	30	£462	£261	£462
8	70	36	30	36	28	£359	£208	£359
9	70	36	30	36	28	£359	£208	£359
10	70	32	35	36	28	£359	£208	£359
11	70	36	30	36	28	£359	£208	£359
12	70	32	35	36	28	£359	£208	£359

Multi room capacities and associated discounted rates

1+2	120	n/a	n/a	n/a	n/a	£594	£393	£594
3+4	45	28	28	n/a	n/a	£359	£208	£359
1+2+3+4	120	n/a	n/a	n/a	n/a	£872	£522	£872
5+6	70	40	40	30	n/a	£380	£230	£380
5+7	100	n/a	n/a	n/a	n/a	£572	£450	£572
5+6+7	100	n/a	n/a	n/a	n/a	£842	£523	£842

Please note that the above are maximum capacity calculations. The inclusion of exhibition displays, audio visual aids, catering requirements etc. may necessitate a reduction in the maximum capacities quoted or require an additional room(s) to be hired. Room hire charges are exempt from VAT.

NCVO Conference Suite

Price list and room capacities

NCVO Corporate/Public Sector Affiliate Members

- Full day session 9am-6pm
- Half day session 9am-1pm or 2pm-6pm
- Weekends (Saturday or Sunday) 9am-6pm (half days not applicable):
A minimum charge of £287 per day for room hire applies at weekends.

Room Capacities

Room Hire Charges

Rooms	Theatre	Boardroom	Workshop	Cabaret	U shape with tables	Corp/PS Member full day rate	Corp/PS Member half day rate	Corp/PS Member weekend rate – Sat or Sun
1	100	n/a	50	54	n/a	£418	£270	£418
2	20	12	12	n/a	n/a	£148	£104	£287
3	30	16	16	n/a	n/a	£203	£113	£287
4	20	12	12	n/a	n/a	£148	£104	£287
5	20	16	16	n/a	n/a	£148	£104	£287
6	40	28	30	n/a	n/a	£234	£140	£287
7	100	40	46	48	30	£410	£236	£410
8	70	36	30	36	28	£330	£194	£330
9	70	36	30	36	28	£330	£194	£330
10	70	32	35	36	28	£330	£194	£330
11	70	36	30	36	28	£330	£194	£330
12	70	32	35	36	28	£330	£194	£330

Multi room capacities and associated discounted rates

1+2	120	n/a	n/a	n/a	n/a	£552	£338	£552
3+4	45	28	28	n/a	n/a	£327	£194	£327
1+2+3+4	120	n/a	n/a	n/a	n/a	£766	£454	£766
5+6	70	40	40	30	n/a	£346	£206	£346
5+7	100	n/a	n/a	n/a	n/a	£506	£392	£506
5+6+7	100	n/a	n/a	n/a	n/a	£723	£475	£723

Please note that the above are maximum capacity calculations. The inclusion of exhibition displays, audio visual aids, catering requirements etc. may necessitate a reduction in the maximum capacities quoted or require an additional room(s) to be hired. Room hire charges are exempt from VAT.

NCVO Conference Suite

Price list and room capacities

Other Rate

- Full day session 9am-6pm
- Half day session 9am-1pm or 2pm-6pm
- Weekends (Saturday or Sunday) 9am-6pm (half days not applicable):
A minimum charge of £287 per day for room hire applies at weekends.

Room Capacities

Room Hire Charges

Rooms	Theatre	Boardroom	Workshop	Cabaret	U shape with tables	Other full day rate	Other half day rate	Other weekend rate – Sat or Sun
1	100	n/a	50	54	n/a	£522	£337	£522
2	20	12	12	n/a	n/a	£184	£129	£287
3	30	16	16	n/a	n/a	£253	£141	£287
4	20	12	12	n/a	n/a	£184	£129	£287
5	20	16	16	n/a	n/a	£184	£129	£287
6	40	28	30	n/a	n/a	£292	£174	£292
7	100	40	46	48	30	£512	£294	£512
8	70	36	30	36	28	£412	£242	£412
9	70	36	30	36	28	£412	£242	£412
10	70	32	35	36	28	£412	£242	£412
11	70	36	30	36	28	£412	£242	£412
12	70	32	35	36	28	£412	£242	£412

Multi room capacities and associated discounted rates

1+2	120	n/a	n/a	n/a	n/a	£689	£422	£689
3+4	45	28	28	n/a	n/a	£408	£242	£408
1+2+3+4	120	n/a	n/a	n/a	n/a	£957	£567	£957
5+6	70	40	40	30	n/a	£432	£257	£432
5+7	100	n/a	n/a	n/a	n/a	£632	£489	£632
5+6+7	100	n/a	n/a	n/a	n/a	£903	£593	£903

Please note that the above are maximum capacity calculations. The inclusion of exhibition displays, audio visual aids, catering requirements etc. may necessitate a reduction in the maximum capacities quoted or require an additional room(s) to be hired. Room hire charges are exempt from VAT.

N C V O Conference Suite

Audio-visual equipment

Please note that VAT at the current rate will be added to all audio-visual costs.

*Other equipment can be hired on your behalf, please contact the Conference Suite Team on Tel: 0207 520 2404, Email: conferencesuite@ncvo-vol.org.uk
Fax: 020 7713 6300*

Equipment	Hire cost per day from
Flipchart stand, pad and pens	£15
LCD/Data Projector	£100
Laptop	£75
Laptop Speakers	£25
Wireless Internet Access	£15
PA with one desk top microphone <ul style="list-style-type: none"> • One additional microphone Rooms 1 and 7 only External PA hire quotes on request	£100 £30
Conference phone <ul style="list-style-type: none"> • Call charges may apply 	£25
TV with DVD and VHS Video players	£25
Portable CD Player	£10
Photocopying/printing black & white	10p per copy

Room layout and equipment booking form

Date of event: _____ Time: from _____ to _____

Purchase order No: _____ or Cost code: _____

Title of Meeting/event:

Minimum delegate No: _____ Maximum delegate No: _____

Will you be requiring lunch (Please tick) Yes No

Only food and beverages supplied by NCVO may be consumed on the premises, this includes the courtyard.

Room number(s) booked
Please specify

Layout required
please specify

Audio-Visual equipment required
please specify

Limited parking for people with disabilities is available in the courtyard by prior arrangement with the conference suite team. Please contact the conference suite team if you have any further requirements. Tel: 020 7520 2404 Email: conferencesuite@ncvo-vol.org.uk Fax: 020 7713 6300

Conditions of hire

- 1a. No food or beverages of any kind may be brought to the premises by the customer or any persons attending the function.
- 1b. No food or beverage items obtained other than from NCVO may be consumed on the premises, this includes the courtyard.
2. First-time hirers may be required to furnish names and addresses of two referees, one of which must be the hirer's banker. NCVO reserves the right to approach those named before confirmation of the booking is made.
3. The hirer shall be responsible for paying all charges arising from the booking, including any cancellation fees.
4. Cancellation fees shall be paid within 14 days of the date of invoice on the following scales:

Number of working days before event	Rooms	Cancellation of catering
Less than 3	100%	100%
4-10	100%	75%
11-21	75%	50%
22-28	50%	25%

Please note that many insurance companies offer event cancellation policies.

NCVO has negotiated a brokered deal with Case Insurance for event cancellation policies.

For more information or to obtain a quote, please see

www.caseinsurance.co.uk/ncvoeventinsurance.

All cancellations must be made in writing, there are no exceptions. Once we have received your written cancellation it will be acknowledged by return. If you do not receive written acknowledgement of your cancellation please contact us again.

If after your cancellation we obtain a booking for the same day(s) at the same or better terms, no cancellation charge will be levied.

5. The charge for the hire of the room(s) will be fixed from the time you receive written confirmation of the booking. All other charges will be based on the price list current at the date of the event. NCVO reviews prices annually.

6a. The hirer shall estimate the minimum number of persons for whom catering arrangements are to be made at the time of booking. This is the minimum number you will be invoiced for.

6b. The hirer is required to give a firm number three working days before the event.

7. NCVO shall not be responsible for any loss or damage to any property arising out of holding a function or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any causes whatsoever, or for any loss due to breakdown of machinery including technology i.e. Internet access, failure or supply of electricity or telephone, leakage of water, fire, riot restriction or act of God which may cause NCVO's premises to be temporarily closed or the function interrupted.

7a. Hire of NCVO wireless Internet - All users of NCVO's wireless Internet are governed by UK legislation, this includes the Computer Misuse Act 1990. Details of any users found to contravene this legislation will be forwarded to the authorities.

7b. The hirer shall be responsible for any loss or damage arising from their participants misuse of NCVO's wireless internet.

8. The hirer shall be responsible for insuring all equipment brought on to the premises and for any damage caused to NCVO's property by any person, equipment or exhibits brought on to the premises by the hirer.

9. The hirer shall pay all charges within 14 days of the date of the invoice. Should the hirer fail to pay any invoices within this period NCVO shall have the right to cancel any other contractual agreements with the hirer without prior notice.

10. NCVO reserves the right to cancel confirmed bookings if the subject contravenes NCVO's aims and objectives.

11. NCVO strongly recommends that the hirer has adequate public liability insurance.

12. The hirer must notify NCVO before confirmation of booking if any young person under the age of sixteen shall be attending the function. The hirer is responsible for undertaking all necessary risk assessments in relation to the function and any activities to be carried out by the young persons in their care.

13. Nothing in the agreement between NCVO and the hirer confers any rights on third parties.

14. NCVO reserves the right to refuse entry to persons if in NCVO's opinion, such persons cannot be safely accommodated in the rooms allocated or if such numbers would likely cause a breach of any regulations affecting NCVO. At NCVO's discretion and subject to availability additional rooms may be made available with customer's consent, to accommodate additional persons. In such an event an additional charge will be made for the accommodation made available.

15. NCVO reserves the right to alter these conditions at any time without notice.

The hirer agrees with NCVO to observe and perform the provisions and stipulations contained or referred to in NCVO's 'Conditions of hire' for the time in force (an understanding of which the hirer acknowledges), together with any special conditions which may be imposed.

Signed _____ Date _____

NCVO Conference Suite



Menus

All prices are per person
Minimum spend £7.50 not including
beverages (Your lunch must include at
least one main dish).

Main dishes @£5.50

Chilli con carne/vegetable chilli

Served with long grain rice

Lasagne/vegetable lasagne

Made with a creamy Béchamel sauce

Chicken curry/vegetable curry

Served with Basmati rice

Mixed platter/vegetable platter

A selection of pâtés, cheeses/cold cuts,
pickles, chutneys and artisan breads.

Sandwich/wrap platter

Assorted breads and wraps filled with a
variety of classic fillings.

Jacket potato

Served with a choice of three fillings,
select from Baked beans, Tuna Mayo,
Cheese, Coleslaw, Ratatouille

Salads @ £2 per person

Coleslaw

Crispy garden salad

Yogurt and cucumber salad

Potato salad

Salads @ £3 per person

Greek salad

Waldorf salad

Crudities with humus

Buffet Bites @ £2 per person

Artisan breads

Onion bhaji

Vegetable samosa

Vegetable spring rolls

½ round of sandwiches/wraps

Buffet Bites @ £3 per person

Sausage rolls

Chilli salmon skewer

Mini quiche Lorraine

Mini vegetable quiche

Marinated skewer vegetable/chicken

Desserts @ £2 per person

*Fresh fruit bowl
Danish pastries*

Hot Beverages

From £1.75 per person

*Tea/coffee
Tea/coffee with biscuits
Tea/coffee with croissants & Danish pastries
Tea/coffee with scones & Danish pastries*

Cold Beverages

*Bottled water (sparkling/still)
Fruit Juice (Apple/Orange)
*All conference suite rooms have mains fed water filtration machines**

Breakfasts

*Tea/coffee with croissants & Danish pastries and fresh fruit
Breakfast Special – Tea/ coffee, fruit juice with croissants & Danish pastries;
Fresh fruit and individual cups of yogurt with a fruit compote base topped with granola*

Receptions

Nibbles (Nuts, breadsticks, crisps)

Canapés

Wine glass hire

If you have any special requests or would like some advice regarding your catering please contact NCVO's Conference Suite team who will be happy to assist.

Desserts @ £3 per person

*Fresh fruit salad
Cheeseboard
Cheesecake*

We offer as standard a selection of herbal/fruit teas to accompany our fair trade tea and fair trade organic Arabica coffee, decaf available on request.

*@ £1.75 per person per break
@ £2.00 per person per break
@ £3.00 per person per break
@ £3.00 per person per break*

*@ £3.10 per litre
@ £3.10 per litre*

@ £4.50 per person

@ £6.75 per person

From £2.75 per person - minimum numbers apply

Prices on request – minimum numbers apply

£0.50p per glass, £1 for breakages

Tel: 020 7520 2404

Email: conferencesuite@ncvo-vol.org.uk

Fax: 020 7713 6300

NCVO Conference Suite Meal Deal

Spend £14.50 or more per person on food items and you can add three servings of tea/coffee/biscuits, plus a serving of fruit juice with your lunch for only an additional £3.75 per person bringing your catering package to £18.25 per person

Suggested Meal Deal menus

We have put these menus together as a guide for you

*Sample Menus start from
£14.50pp*

Sample One @ £14.50 pp

*Main course: Chilli con carne served with long grain rice
Additional item: Crispy garden salad
Additional item: Mini quiche
Additional item: Coleslaw
Additional item: Fresh fruit bowl*

Sample Two @ £14.50pp

*Main course: Jacket potato with 3 toppings
Additional item: Greek salad
Additional item: Marinated skewers
Additional item: Fresh fruit salad*

Sample Three @ £14.50pp

*Main course: Assorted sandwiches
Additional item: Crispy garden salad
Additional item: Chili salmon skewers
Additional item: Onion bhaji
Additional item: Fresh fruit bowl*

Sample Four @ £14.50pp

*Main course: Curry served with basmati rice
Additional item: Vegetable samosa
Additional item: half a round of assorted sandwiches
Additional item: Yogurt and cucumber salad
Additional item: Fresh fruit salad*

Sample Five @ £16.50pp

*Main course: Lasagne
Additional item: Greek salad
Additional item: Coleslaw
Additional item: Marinated Skewers
Additional item: Fresh fruit salad*

Sample Six @ £17.50pp

*Main course: Mixed platter
Additional item: Waldorf salad
Additional item: Chilli salmon skewers
Additional item: Mini quiche
Additional item: Cheesecake*

You may wish to select your own menu items, please remember when choosing items from the menu that your selection must include at least one main dish @£5.50 and that there is a minimum spend of £7.50 per person excluding beverages.

*Please complete the catering order form below and send back to us on;
Email: conferencesuite@ncvo-vol.org.uk
Tel: 020 7520 2404
Fax: 020 7713 6300*

Date of event: _____ Room: _____

Organisation: _____

Contact name: _____ Contact number: _____

Lunch: Time: _____ Numbers: _____

Catering items must be ordered for all attendees and must include at least one main dish per person.
Minimum spend of £7.50 per person for lunch, not including beverages.

Main dishes @ £5.50

- Chilli con carne
- Lasagne
- Chicken curry
- Mixed platter
- Sandwich/wrap platter
- Jacket potato, please tick 3 toppings
- Vegetable Chilli con carne
- Vegetable Lasagne
- Vegetable curry
- Vegetable mixed platter
- Baked beans
- Tuna Mayo
- Cheese
- Coleslaw
- Ratatouille

Salads @ £2

- Coleslaw
- Crispy garden salad
- Yogurt and cucumber
- Potato salad

Buffet Bites @£2

- Artisan breads
- Onion bhaji
- Vegetable samosa
- Vegetable spring rolls
- ½ round of sandwiches/wraps

Desserts @ £2

- Fresh fruit bowl
- Danish pastries

Salads @ £3

- Greek salad
- Waldorf salad
- Crudities with humus

Buffet Bites @ £3

- Sausage rolls
- Chilli salmon skewer
- Mini quiche Lorraine
- Mini vegetable quiche
- Marinated skewer (Vegetable , Chicken)

Desserts @ £3

- Fresh fruit salad
- Cheeseboard
- Cheesecake

Beverages with lunch:

- Tea/coffee
- Sparkling
- Fruit juice (Orange , Apple)
- Bottled water (Still , Sparkling)

Special dietary requirements:

Date of event: _____ Room: _____

Organisation: _____

Contact name: _____ Contact number: _____

Beverage and refreshment breaks.

Break: Time: _____ Numbers: _____

- Tea/coffee @£1.75
- Tea/coffee & biscuits @£2
- Tea/coffee with croissants & Danish pastries @£3
- Fresh fruit bowl@£2
- Breakfast Special @£6.75 (yogurt pot, fresh fruit, fruit juice, croissants/Danish).
- Bottled water (Still , Sparkling) @£3.10per litre
- Fruit juice (Orange , Apple) @£3.10 per litre

Mains fed water filtration machines available in all conference suite rooms

Break: Time: _____ Numbers: _____

- Tea/coffee
- Tea/coffee & biscuits
- Tea/coffee with croissants & Danish pastries
- Fresh fruit bowl
- Breakfast Special
- Bottled water (Still , Sparkling)
- Fruit juice (Orange , Apple)

Break: Time: _____ Numbers: _____

- Tea/coffee
- Tea/coffee & biscuits
- Tea/coffee with scones & Danish pastries@£3
- Bottled water (Still , Sparkling)
- Fruit juice (Orange , Apple)

Break: Time: _____ Numbers: _____

- Tea/coffee
- Tea/coffee & biscuits
- Tea/coffee with scones & Danish pastries
- Fruit juice (Orange , Apple)
- Bottled water (Still , Sparkling)
- Nibbles
- Canapés
- Wine glasses

Purchase order number/Reference: _____ or

Cost code: _____ page 2 of 2

NCVO Conference Suite

Additional information about our catering

Sustainability

- *All conference suite disposable crockery, cutlery and cups are produced from sustainable resources and are 100% biodegradable and compostable.*
- *NCVO has signed up to the Green Procurement Code and after revising our catering options we have made changes that will help us to provide lower carbon menus that include locally sourced organic and fair trade produce where possible and viable.*
- *Mains water filtration machines are available in all meeting rooms.*
- *We send 0% of our waste to landfill.*
- *All food waste is sent for composting.*
- *We operate a recycling system in all meeting rooms.*

Special dietary requirements

- *Apart from sandwich fillings all our chicken is Halal.*
- *If we have to outsource any catering, for example due to strict Kosher requirements this additional actual cost will be passed onto the client.*

Receptions, special celebrations

- *China plates and stainless steel cutlery can be hired on your behalf (prices on request).*
- *Wine can be purchased on your behalf to your specified budget/quantity, an administration charge will apply, sale or return is not available.*
- *Wine glasses can be hired on your behalf for larger events (prices on request) or at a cost of 50p per glass (£1 per glass for breakages) for smaller events from ourselves.*
- *Celebration cakes can be arranged for your event (prices on request).*
- *Canapés available (prices on request)*
- **Only food and beverages supplied by NCVO may be consumed on the premises, this includes the courtyard.**
- **Final catering numbers are to be confirmed no later than three working days before the event**
- **VAT is applicable to all catering charges at the current rate.**

Please contact us if you have any further questions or additional requirements.
Tel: 020 7520 2404 Email: conferencesuite@ncvo-vol.org.uk Fax: 020 7713 6300