

# Paul Hamlyn Foundation

## Meeting room facilities

The Foundation recognises the value of good quality space for meetings and offers two light and airy meeting rooms in our offices in King's Cross to those that we are currently or have recently funded.

There is no charge for the use of these rooms but because there is heavy demand and we are a relatively small organisation ourselves there are a number of restrictions on the use of the rooms which we set out below.

### The Rooms

We have two meeting rooms available:

- Ground floor Meeting Room A (Capacity max 18 people)
- Ground floor Meeting Room B (Capacity max 12 people)

### Criteria

- To help manage demand, priority will be given to organisations that have not used a meeting room at PHF before and we can only accept one booking at a time (e.g. no multiple day bookings) and normally only one room can be booked.
- We need at least one week's notice for any booking, but cannot accept requests for room bookings more than three months in advance. If you need to cancel please give us as much notice as possible.
- Rooms are available between 9.30am and 4pm Tuesday to Thursday only. We are unable to accept bookings that start between 12.30pm – 2.00pm. Please factor in 15/20 minutes set up and 20/30 minutes clear up time when making a booking. **All meetings must finish by 4pm at the very latest.**
- For each booking we need the organisation to nominate a meeting leader who will take responsibility for the booking. This person needs to arrive in advance of the meeting so that they can be briefed on health and safety, building layout etc.

## **Safeguarding Policy**

If young people or vulnerable adults are attending this meeting/event, it is the responsibility of the booking organisation to have in place suitable safeguarding arrangements, including ensuring that appropriately checked and qualified staff or volunteers are available at the meeting to provide effective supervision arrangements.

You must also let us know at the time of booking if you have any young people or vulnerable adults attending and, if so, supply us with your Safeguarding Policy and a summary of the safeguarding arrangements for the meeting/event. If these are not in place, then we may refuse to allow the meeting to go ahead.

## **Equipment**

We offer the use of a flipchart and markers free of charge. The rooms have wi-fi access. Meeting Room A comes equipped with an overhead projector. We are unable to offer telephone, fax and photocopier facilities.

## **Refreshments**

A kitchen is available where organisations can prepare drinks. The Foundation will provide one morning and afternoon serving of tea, coffee, milk, sugar and drinking water free of charge but are unable to offer more than this. If you require lunch, please order this in from an external caterer.

We can suggest caterers who cater for various budgets. These include:

- Pret A'Manger - Pentonville Road. Tel: 020 7932 5369. Email: [www.pret.co.uk](http://www.pret.co.uk)
- M&S Lunch-To-Go - Email: <https://www.marksandspencer.com/c/food-to-order/office-lunches>

As we use our kitchen for our own lunch provision, the kitchen facilities are not available to meeting room users between the hours of 12pm and 2.30pm.

At the end of the meeting we request that guests wash and put away any items of crockery they have used.

## **Access for people with disabilities**

The rooms are wheelchair accessible and there is an accessible toilet close to the meeting rooms on the ground floor.

## Layout

The rooms are set up with tables and chairs in 'boardroom style'. If you wish to change the layout please discuss this when you make your booking. Organisations will be responsible for any necessary furniture moving to prepare a room at the beginning of a booking and for returning it to its original layout at the end.

## Transport

We encourage all users of our office to use public transport or non-car options where practical. There are no parking facilities in Leeke Street. The nearest car park is in Britannia Street, parallel to Leeke Street. There is very limited meter street parking on some local roads. Please note that Leeke Street is within the London Congestion Charge Zone.

The nearest underground station is King's Cross (5–10 minute walk). The nearest train and bus stations are London King's Cross and St Pancras (10–15 minutes' walk)

### Address

5–11 Leeke Street,  
London WC1X 9HY

### Booking

For further information and to request a booking, please contact us by Telephone: 020 7812 3300 or Email: [reception@phf.org.uk](mailto:reception@phf.org.uk)

