

# The Work Foundation's Venue Space



The Work Foundation is located in the heart of Westminster. It is just next to St. James's Park tube station and five minutes away from the park.

Our rooms provide flexible accommodation and have the ability to facilitate many different layout styles depending upon the scale of your event.

The entire suite can be hired and is perfect for any event requiring separate rooms for syndicates, committees, break-out sessions and private discussion all within a self contained, ground floor unit.

We encourage you to visit our venue to see our facilities first hand.

## Venue facilities

- The conference suite has a strict no smoking policy.
- The venue is full air-conditioned.
- Easy access for wheelchairs.
- Induction loop
- A welcome / reception desk is available.

All the items listed below are included in your room hire charge

- Hot and cold refreshments
- Wireless internet access
- Interactive whiteboard
- Projector and laptop
- DVD player
- Telephone
- Stationery
- White board and pens
- Flip charts
- Lectern and integrated pa system (Garnett theatre only)

**Discount on room hire is available for partners 20% and registered charities 10%**

## Session times

Full day	09:00 to 18:00
Morning (half day)	09:00 to 13:00
Afternoon (half day)	14:00 to 18:00
Evening	19:00 to 23:00
Weekends	As above

## Delegate rate

A daily delegate rate of £55 per person is available for events of 40 to 100 people including:

- Meeting room 09:00 to 18:00
- Catering room 09:00 to 18:00
- Hot and cold drinks, biscuits
- Stand up fork lunch
- AV equipment
- Registration desk