



FREQUENTLY ASKED QUESTIONS

FORMAL LUNCH AND DINNERS

We know that lots of effort and planning goes into planning a formal lunch or dinner. Therefore, we've put together a list of questions that we are frequently asked by clients and the answers to hopefully make the process a little easier for you.

HOW MANY CAN YOU HOLD IN A SIT-DOWN DINNER?

Our stunning Riverside Room can seat 300 guests on 6ft rounds of 10, although any AV build or stage sets might impact the capacity. For a full stage set or a dance floor, the maximum capacity is 250 guests.

The characterful Maxwell Library can seat 150 guests on 6ft rounds of 10, again, any AV build or stage sets might impact the capacity. For a full stage set or a dance floor, the maximum capacity is 120 guests.

WHAT AV IS AVAILABLE IN THE RIVERSIDE ROOM, CAN I BRING MY OWN AV TEAM?

We're really proud of the newly upgraded AV in the Riverside Room, it consists of six linked screens: two 95" display screens, two 75" display screens and two 3.5m by 2.5m video walls.

We can easily customise the usage of these screens to your liking.

One still image is included with the two 95" screens and 75" screens. If you want to add more images or add the video walls on to your event there would be a supplement cost, please speak to your co-ordinator.

WHAT AV IS AVAILABLE IN THE MAXWELL LIBRARY, CAN I BRING MY OWN AV TEAM?

The Maxwell doesn't have any built in AV, but there are speakers that can be used for background music. Please speak to your co-ordinator if you require AV. You can bring your own AV team at no extra charge.

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WHAT ARE THE BRANDING OPPORTUNITIES?

Our preferred supplier is Guardian Display, you can see the branding opportunities available in their guide or speak to your co-ordinator for branding opportunities. Alternatively, you can also use the AV around the room for digital branding.

CAN I BRAND THE MAIN RECEPTION AREA IF MY EVENT IS IN THE MAXWELL LIBRARY OR RIVERSIDE ROOM?

The 4K video wall on our ground floor foyer is available for you to use (subject to approval) and you also get a 75" screen just inside the entrance free of charge for a welcome slide. As a charity and a member's association we don't permit any free-standing branding and/or vinyl's in the main lobby area. However, you are welcome to have 'human signage' in the reception area to assist your guests.

WHERE CAN I HOLD A DRINKS RECEPTION?

Depending on your numbers we can either accommodate up to 300 in the ground floor rooms for an arrival drinks reception or use the Maxwell Library (up to 250 maximum capacity) on the first floor. Drinks reception room hire applies separately to the dining room hire.

DO YOU INCLUDE A DANCE FLOOR?

Yes! We have a dancefloor which can be set up in the room at no additional charge so your guests can dance the evening away.

CAN I HIRE A DJ?

Yes, you can and we're happy to recommend one to you. We will require a risk assessment, method statement, PAT testing and company public liability. Please note entertainment set-ups will change the capacity of the room.

IS THE ROOF TERRACE INCLUDED IN THE DINING ROOM HIRE?

The Johnson Roof Terrace isn't included in the dining room hire so an additional hire charge will apply. Security guards also need to be booked at an additional charge for the duration of the event if alcohol is being served on the terrace.

DO I HAVE TO BE AN ENGINEERING OR TECHNOLOGY RELATED COMPANY TO HOLD MY EVENT WITH YOU?

No, we welcome all companies to host events with us.

WHAT CATERING CAN I HAVE?

We have a variety of catering options for your award ceremony, including a three-course site down meal, food stalls, canapes and bowl food.

If you have a specific theme, then we can work with you to create a bespoke menu which is something we often do, and everyone enjoys it.

WHAT DRINKS CAN I HAVE, DO YOU HAVE ANY PACKAGES?

We have several packages available from one-hour pre drinks to a full four hours drinks reception, please speak to one of our event co-ordinators and they can send over our package list.

Please note we do not allow more than one hour's drink reception without serving substantial food (Bar Nibbles are not counted as substantial food).

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WHAT'S THE SIZE OF YOUR DINING TABLES?

Our dining tables are 6ft round that can seat comfortably up to 10 guests per table. You can add to up to 12 if you need to on tables to accommodate your guests.

DO YOU HAVE A PREFERRED SUPPLIER FOR FLOWERS?

We are happy to work with a supplier of your choice. If you don't have one, we recommend [Elizabeth Marsh](#).

CAN YOU RECOMMEND A PHOTOGRAPHER?

We are happy to work with a supplier of your choice. If you don't have one, we recommend Mo Baig mo@mobaigimages.co.uk

WHERE IS THE CLOAKROOM?

The Riverside room has its own cloakroom inside the room. This can be unmanned, or we can arrange attendants for you, an additional charge will apply. There is a second cloakroom on the lower ground floor – again this can be unmanned, or we can arrange attendants for you, an additional charge will apply.

If using the Maxwell, we can arrange to use the lower ground cloakroom or a ground floor room. This can be unmanned, or we can arrange attendants for you, an additional charge will apply.

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