



Meeting Room Information and Booking Conditions
The Rayne Foundation
3 Bromley Place W1T 6DB

The Rayne Foundation has one large, fully air-conditioned meeting room available to active grantees and other invited guests. The room has a maximum capacity of 20 people board room style which can also be separated into two smaller rooms each accommodating:

Room B. Maximum 10 people

Room C. Maximum 12 people

Rooms can be pre-booked by contacting our Office Manager, Selina Smith, on ssmith@raynefoundation.org.uk or 020 7487 9657. A date will be held tentatively but a booking form will need to be completed before your booking is confirmed.

The nearest tube stations are Great Portland Street and Warren Street – both are seven minutes' walk from the office, with Euston mainline station a 15-minute walk away.

Please see link for Map: <https://goo.gl/maps/gi7Lp8FT4FG1p8Jc8>. Bromley Place is off Conway Street.

Please look for the black gates opposite The Lore of the Land public house.

Please note the following principles apply:

1. The room can be used room free of charge but cannot be used for paid-for events.
2. The rooms are available for booking from Tuesday to Thursday 10am – 4pm, **inclusive of set-up and break-down time only. Please do not arrive before 9.30am.**
3. Tea, coffee, etc. are available and you can help yourselves from the kitchen area. **PLEASE REMEMBER TO BRING MILK.** We do not have a kitchen to prepare food but are happy for you to bring lunch with you or organise external catering. **We have a good selection of supermarkets/food outlets nearby including Lidl, Tesco & Sainsbury's. We also have small plates, bowls, and cutlery for use.**
4. We ask that someone from your team arrives **30 minutes before the start of the meeting to set up the room** and that you also allow 30 minutes to clear.
5. Please be sure to return the room to its original state before departure, including returning tables to their original position, **loading the dishwasher, washing and drying all water jugs/tea pots and coffee cafetieres and returning them to the cupboards.**
6. Please note that if you separate the meeting room tables you must unlock the table tie brackets underneath first.
7. Anything you place on to the walls must be taken down.
8. Each room has AV equipment, conference telephones and Guest Wi-Fi for presentations and video meetings. Guests can also log into their own Cloud systems via this route.
9. Zoom and Teams software has been installed so that you can sign into your account from the meeting room desktop.
10. Please be sure to log out of the guest desktop before you leave.
11. Guest Wi-Fi is available – Password: freeinternet

In addition:

1. The rooms are not fully sound-proofed so please bear this in mind if discussing sensitive matters.
2. We are unable to offer any additional break out space outside of these rooms.
3. The meeting rooms and washrooms are on the ground floor and wheelchair accessible, but visitors should note that access to the building is via a cobbled street.
4. We regret we are unable to offer photocopying/fax facilities.
5. Each organisation can only have a maximum of 2 bookings per calendar year.
6. Please do not order any catering until your booking has been confirmed by the Office Manager.



Meeting Room Booking Form

Please ensure you have read through the Meeting Room Information and Booking Conditions overleaf before submitting an enquiry.

All booking enquiries must be made to:

ssmith@raynefoundation.org.uk

Due to high demand, we cannot guarantee a meeting room will be available at the time you have requested, particularly if you are looking for a room within the next two weeks. If you can be flexible with times and dates, please let us know.