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**PLEASE ENSURE ALL ATTENDING TRAINERS HAVE READ AND UNDERSTOOD THE FOLLOWING INFORMATION, PRIOR TO ATTENDING THE VENUE**

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**ACCESS TO THE TRAINING ROOMS:**

For full day bookings, your hire times are **09:00am - 17:00pm**. However, all clients have access to the room from 08:15am and 17:30pm for set-up / set-down purposes, unless we need access for maintenance. For half day bookings, access to the room will be at the agreed times as discussed.

The rooms and venue **must** be empty, cleared and vacated by all by **17:30pm at the very latest.**

**SMOKING:**

The building is a no smoking site. You must leave the building onto Clifton Street **and away from the main door** before you can light up.

**ARRIVAL:**

Press the Training Room Hire Company buzzer to the right hand side of the main door and then proceed to the 1<sup>st</sup> floor.

On arrival, you will be welcomed by one of our staff, shown around the venue and to your booked room. We will be happy to assist you with any queries you may have for the duration of your stay.

Your delegates will also be greeted by one of our staff while you set up, welcomed and signed into the venue. We can either take them straight to your room or asked to wait in the breakout areas for you to collect them – this will be discussed when you arrive.

Any messages taken for you or your delegates during the day will be passed to you as soon as it is possible and if urgent, a note will be slipped in through the door.

**FIRE ALARM TEST & EMERGENCIES:**

The fire alarm is tested once a week. A member of staff will explain to you if it will sound on the day of your training. There is no need to evacuate. The alarm will sound for 5-10 seconds and will shut itself off. Please do forewarn your delegates if you are attending on this day.

There are signed fire exits at both ends of the venue – the main entrance leading to main staircase as well as to the rear of the venue with a fire exit only stairway. Both lead to Clifton Street. In the event of an evacuation of the building, **do not use the lift**. The fire assembly point is on **Clifton Street** itself.

The designated refuge point for anyone disabled, who cannot be evacuated safely with everybody else, is immediately outside the lift doors on each floor.

**TOILETS:**

The toilets are located towards the back of the venue on the right-hand side. The venue is step-free so wheelchair users can use these facilities too.

**CABLES AND WIRES:**

Please do not interfere in any way with the cables, wires or connections.

If you have any problem with the equipment please call request support for advice. If cables are removed, replaced or changed in any way **you will incur extra charges**, as such interference impedes remote assistance, and can cause damage.

**ELECTRONIC FILES/ SOFTWARE/ DATA:**

Trainers are welcome to add any electronic software and data files to PCs belonging to the Training Room Hire Company, as part of their training and hire of the facilities. All files, software and data added to, created and or deleted is the responsibility of the trainer. It is the trainer's responsibility to ensure all **sensitive, private and confidential data** is removed from PC's at the end of training. Trainers are permitted to leave any electronic software and data files on PCs they would like to use during a future training session.

**HEATING / AIR-CONDITIONING:**

All training rooms have their own heating / air conditioning thermostats. Your will be explained by a member of staff on your first day how to operate these.

On especially hot days, we do advise you turn the air conditioning on full, during your breaks and lunch, keeping the door closed, and to turn off your projector when not in use.

**REFRESHMENTS:****NO FOOD OR DRINK IS PERMITTED WITHIN OUR PC ROOMS.**

Please observe this strictly and ensure the delegates comply fully. The cost of any repairs or damage to the room or equipment **will** be charged to you, should this rule be ignored.

Food and drinks **are** permitted in conference rooms and meeting rooms.

If refreshments have been provided, a separate instruction will be provided and explained to you on the day to distribute.

Please note that the breakout areas and cafe get very busy at peak times and we arrange your break times before the start of the training session. Due to the limited reserved spaces, tables will only be held for ten minutes, so please be punctual. Regrettably this rule has been introduced to avoid upsetting other groups' scheduled breaks.

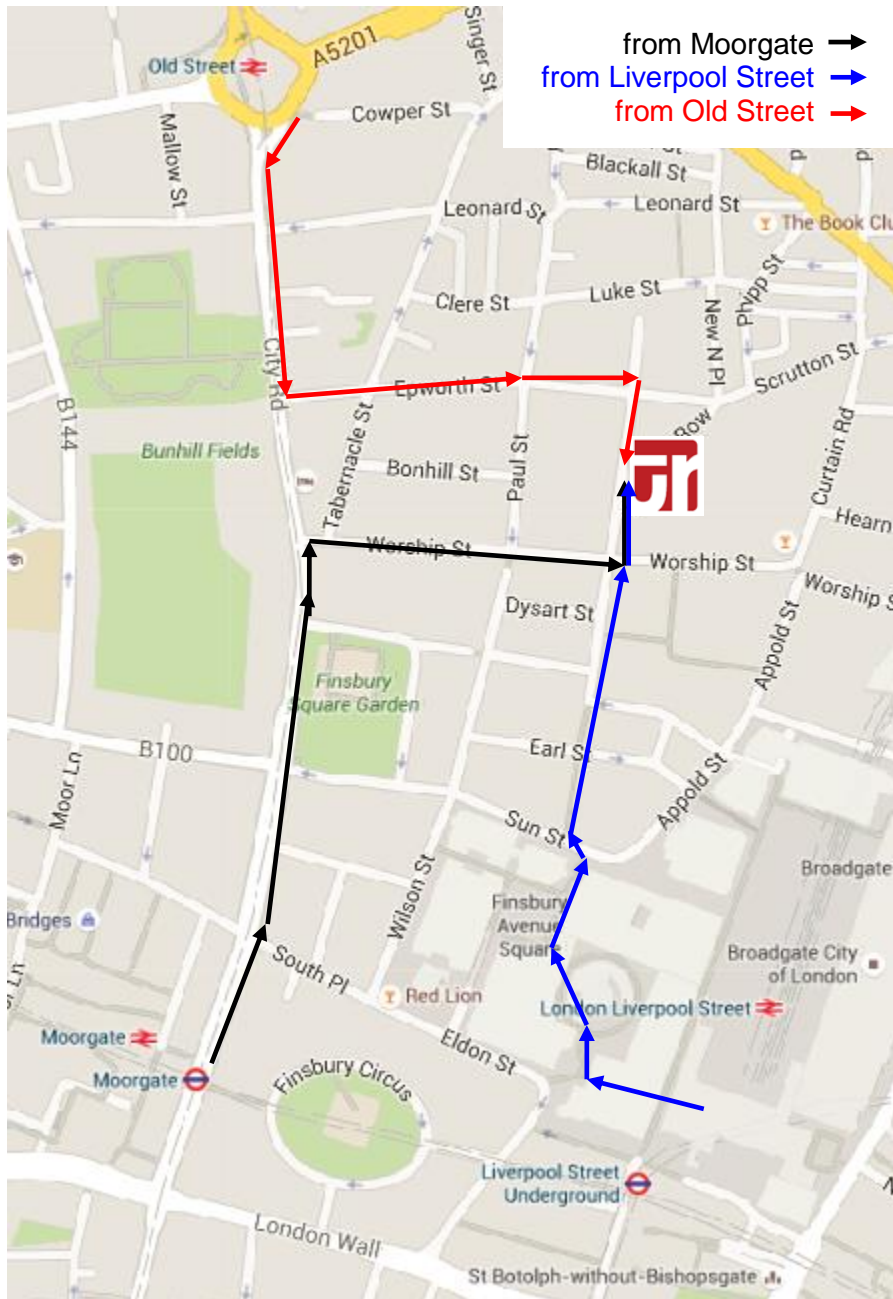
Water coolers are located in the main break out area and are free for all to use.

**DEPARTURE:**

On departure please ensure...

- The white board is cleaned.
- All PC's and monitors are switched off.
- The projector is turned off and left on standby mode.
- No other personal belongings are left in the room.

**WHERE WE ARE (MAP):**



**WHERE WE ARE (DIRECTIONS):**

From Liverpool Street Station: (7 minutes walk)

Upon leaving the platforms, take the Bishopsgate exit out of the station.

When you leave, you will see a large iron structure with a set of stairs towards your right. Proceed up the stairs and veer left, walking around the plaza.

You will see a building with a large '5' on the outside, turn left there and you will enter another large plaza. At that plaza, turn right and proceed to walk straight on coming across a large zebra crossing.

Once at the zebra crossing, keep going straight on for about 3/4 minutes and you will end up at some bollards with a very large motorcycle parking bay in the middle of the road.

Pass the motorcycle bay and you'll be on Clifton Street. We are located at number 70 on the right.

From Moorgate Station - (10 minutes walk)

Head north on Moorgate itself, 'Mace' will be on your left and 'Pure' will be on your right.

Cross the first set of lights and keep going straight on. You'll come up to an NCP car park and a green on your right. Keep going straight.

You will then come up to Worship Street on the right. Turn right into that road and continue to walk straight.

You will then pass a cross roads (Paul St.) – keep going straight. Then upon the next junction, you will see a large motorcycle parking bay in the middle of the road to left. Turn left here and you'll be on Clifton Street. We are located at number 70 on the right.

From Old Street Station - (7 minutes walk)

Take the Subway 2 exit out of the station and follow the directions to Moorgate, proceeding down City Road.

About 3 minutes walk down; you will come to Epworth Street on the left. Turn into it and continue to walk straight.

You come to a crossroads with Tabernacle Street, cross that road and continue straight. You come to another crossroads (Paul St.); again, cross that road and continue straight.

You will then come to the next junction with Clifton's Café on the right hand side. Turn right here and this is Clifton Street. We are located at number 70 on the left.

We look forward to seeing you soon!

If you have any further queries, or would like any further information, please call us  
**0207 377 5515**, or email at [admin@trainingroomhire.co.uk](mailto:admin@trainingroomhire.co.uk)