



ELEXON Meeting Rooms Available for Hire

Meeting rooms at 350 Euston Road are available to hire on a first come first served basis. ELEXON has eight meeting rooms of varying size and when not in use for BSC purposes, these rooms can be rented for industry meetings and events.

We can manage your audiovisual requirements and provide refreshments. Just let us know what you want when you book the room. We'll also need billing information (see below for details on costs).

You can bring your own laptop, or let us know and we can provide one. Just bring your presentation along on a floppy disk or USB flash drive and arrive in good time to ensure your presentation can be set up. If you are bringing your own laptop, advise us in advance if you require an RGB connection cable or an extension lead.

Internet connections are available in the meeting rooms but you need to let us know in advance if you wish to make use of this facility so that we can set-this up for you.

We do not provide a 'conference centre' facility so there are no provisions for preparation of presentations, photocopying or printing etc.

A business centre facility is available should you arrive at our offices early or need to wait before a return journey. Visitors must check availability at reception and sign in before using the Business Centre. The Business Centre contains 3 desks with an internet connection and telephone. There is also a printer in the Business Centre. Unfortunately, ELEXON are unable to provide laptops for use in the centre.

What to do in advance of a meeting

Contact the Facilities team on 020 7380 4100 to discuss your requirements and make a booking, or e-mail them at facilities@elexon.co.uk.

- Confirm numbers for lunch no later than 10.00am on the day prior to the meeting.
- Provide the names of your delegates no later than 10.00am on the day prior to the meeting so that we are able to comply with building security regulations, and to ensure your guests are not held at our ground floor security desk.

On the day

- Ensure you read the "Important Information for Visitors" leaflet available in the meeting rooms. The host of all meetings is required to inform attendees of Fire Safety and evacuation procedures from the building.
- See the Facilities team at Reception if you need to change the times that you requested refreshments. We will do our best to accommodate you.

Hire Costs

As advised by Ofgem, ELEXON charges a fee in order to cover costs incurred by using our meeting rooms. Charges are as follow:

Small room (up to 14 delegates) - £400 for a full day; £200 for a half day

Large room (up to 30 delegates or 120 for theatre layout) - £700 for a full day; £350 for a half day

An additional £6 per head will be charged for lunch or breakfast, if required. All other items such as refreshments, audio visual equipment, flip charts etc will be included in the cost of hiring the room. Equipment is available on a first come, first served basis.

Room hire includes a maximum of three servings of tea, coffee, cold water, and biscuits.

Lunch will consist of sandwiches, cakes and fruit from a suitable supplier.

Please note, a half day is calculated by morning (09:00-13:00) or afternoon (13:00-17:00), it will not be calculated by the number of hours the room is booked for. For example, if a room is booked between 11.00am and 3.00pm this will be charged as a full day as the room is effectively booked for the day.

The Meeting Rooms

Conference Room	–	Up to 120 attendees (Theatre Style); 24 attendees (Boardroom Style)
Pink Room	–	Up to 30 attendees
Green Room	–	Up to 14 attendees
Ice-Blue Room	–	Up to 14 attendees
Lavender Room	–	Up to 10 attendees
MR7	–	Up to 10 attendees
MR8	–	Up to 10 attendees