

Conditions of Hire

At weekends there will be facilities available in conjunction with room hire for the purpose of serving refreshments. The hirer will enjoy the exclusive use of the room in which the Meeting takes place.

Admission: Please note that people will not be admitted before the stated times and that the premises are to be vacated promptly at closing times, if not extra charges will be incurred. You will be instructed by our staff or custodian to vacate the premises if your meeting overruns. One member of our staff or our custodian will be on hand to help during your visit.

Bookings: Bookings must be made through the Administrative Manager. Bookings must be confirmed by the hirer by email to adminmanager@rpsl.org.uk. An invoice will be sent immediately after the event and must be paid within 30 days of the invoice date.

Cancellation: 75% of the total charge fee will be applied unless four weeks' notice is given in writing or by email.

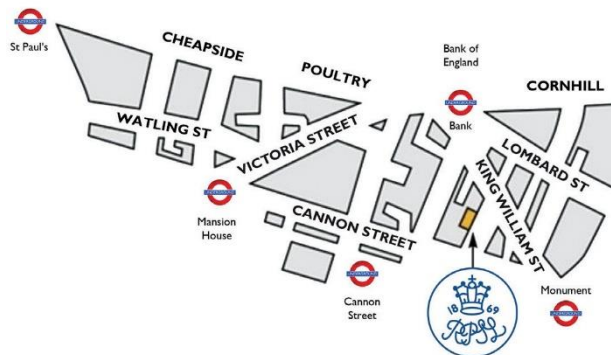
Damages: Room hirers are responsible for making good any damage caused to the building, furniture, fittings and equipment.

Food and Drink: Is only permitted in the room in which it is served.

Liability: The Royal Philatelic Society London accepts no responsibility for the loss of or to property belonging to any visitor to the Society building. The room hirer must ensure they are covered for public liability and any other necessary contingency insurance whilst they or their representative or any visitor is present in the premises.

Security and Safety: The room hirer must ask their members to bring a programme card or a journal for security purposes. An emergency exit procedure will be given to the Chairman and this in turn must be read to the visitors in attendance. It is also vital for all visitors to sign in and to sign out with the time that they have left the building.

Location



The nearest Underground Stations are Bank, Cannon Street, and Monument.

The Royal Philatelic Society London
15 Abchurch Lane, London, EC4N 7BW
United Kingdom

Tel: +44 (0)20 7486 1044

Website: www.rpsl.org.uk

Email: adminmanager@rpsl.org.uk

Facilities for the Disabled

The RPSL now provides facilities for disabled access to and within the building. There is a lift from ground floor to all floors. Hearing loops are planned to be installed, but details are not yet available. Will anyone planning to come to the building please ensure that their friends or colleagues are able to provide such assistance as may be required. We regret that there will be no one on duty qualified or able to provide such a service.

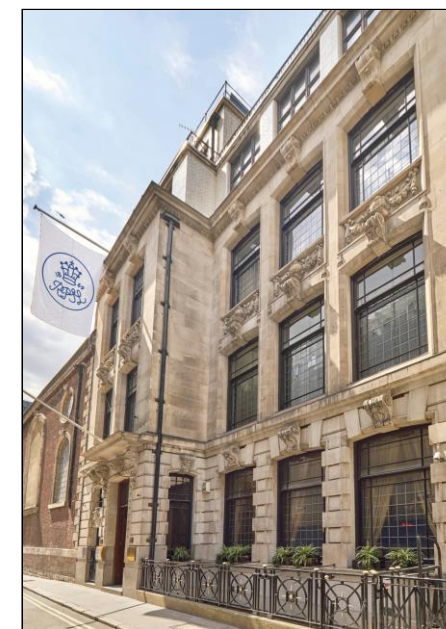
The Society can accept no responsibility for any injury to a disabled visitor and acceptance of this disclaimer is a condition of every hiring of the building or of a part thereof.



Patron: HER MAJESTY THE QUEEN

THE
ROYAL PHILATELIC SOCIETY
LONDON

Room Hire for Societies
2019-2021



Founded 1869
15 Abchurch Lane from 2019

Prices Exclusive of VAT		Rates for period 1 September 2019 to 31 December 2020						Rates 2021
Room	Max. Chairs Theatre Style	Weekdays 10am - 5pm £ per hour (min 3 hours)	Weekdays 5pm - 8pm £ per hour (min 2 hours)	Saturdays 10am - 5pm £ per hour (min 3 hours)	Saturdays 10am - 5pm £ all day	Sundays 10am - 5pm £ per hour (min 3 hours)	Sundays 10am - 5pm £ all day	
Board Room	60	30	45	60	330	66	363	+ 3%
Committee Room	8	15	30	Free with other booking				+ 3%

There are three meeting rooms at 15 Abchurch Lane: Board Room, First Floor and Second Floor. The two whole floor areas can hold audiences of 120 seated and are too large for most societies. Should a room of this size be required, then please contact the Society for details. If more than one booking has been made for the same date, then the RPSL will allocate the Board Room to one hirer and a larger room to another at its discretion. Unless a large room is specifically requested, the charge will be as for the Board Room.

Room bookings can be made from 1 January each year for dates up to 31 December three years later, i.e. in January 2019 bookings can be made up to 31 December 2021.

Any bookings previously made for the main meeting room at 41 Devonshire Place (50 seats) will be automatically transferred to the Board Room at 15 Abchurch Lane (60 seats). The price quoted when booked will be honoured.

Room hire chairs, standing frames capable of holding 16 standard size sheets and up to four tables in the configuration of your choosing. Please specify your requirements when making a booking.

Optional Extras: Tea, coffee and biscuits: £27 for one serving or £38 for two servings (2021: £28, £39).

Audio Visual equipment may be booked for use in the main meeting rooms at no additional cost on request. This includes use of a projector, laptop and a microphone, however we cannot guarantee to provide technical specialists to resolve any difficulties users may encounter. Free WiFi is available throughout the building.



First Floor Meeting Room



Second Floor Meeting Room



Board Room



Committee Room

Photographs from pre-RPSL occupancy