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# King George's Conference Centre

Our Stockwell based venue is  
available for public hire.

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# Overview

**King George's Conference Centre is located in Stockwell within walking distance of Stockwell Station.**

Our venue is ideal for corporate or community events including private meetings, conferences, training sessions, or classes. There are four rooms available for hourly, half day, or daily hire: Benn Library, Thames Room, Tarmacadam Room, and the Stucco Room.

Rooms can be laid out in a number of styles including: boardroom, cabaret, event theatre, workshop, and U-shape (with or without tables). Depending on room layout, the Benn Library and Thames Room can accommodate up to 80 guests, and the Tarmacadam and Stucco Rooms up to 15 guests.

We can provide audio-visual equipment and refreshments for your booking. We are also happy to recommend caterers and organise caterers on your behalf.

## **Evolve Housing + Support a place of positive change and growth.**

We are a housing and support charity, working with over 2,000 people each year in and around London. We are a place of positive change and growth for people of all ages, cultures and backgrounds.

At King George's House we offer a wide range of community services these include supported housing for homeless young people, a teenage parents' service and a nursery, in addition to our venue hire.



### **Purpose**

Making a lasting difference to lives and communities

### **Values**

Passionate

Honest

Creative

Optimistic

Determined

Inclusive

### **Contents**

- 3** Our work
- 4** Venue hire
- 5** Room layouts
- 7** Rooms
- 11** Prices
- 12** How to find us
- 13** Terms and conditions

**E** [conferencing@evolvehousing.org.uk](mailto:conferencing@evolvehousing.org.uk)

**T** 020 7101 9960

**[www.evolvehousing.org.uk](http://www.evolvehousing.org.uk)**

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# Venue hire

## Equipment and refreshments

We can provide a laptop, projector and screen, PA system, easels, flipcharts, and markers.

Refreshments (including tea, coffee, a selection of crisps, biscuits, fresh juice, and still and sparkling water) are available.

## How to book

Please call 020 7501 8027 or email [conferencing@evolvehousing.org.uk](mailto:conferencing@evolvehousing.org.uk) to confirm availability. Once a provisional booking has been made, we ask for a booking form to be completed and signed to activate it.

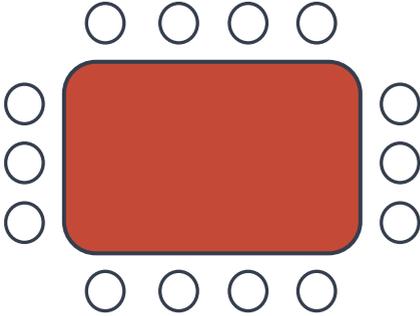
“A huge thanks for all your work getting our room ready for our meeting. The library is such a beautiful room, and having everything set up and ready when we arrived took all the stress out of the morning – [Homeless Link](#)”

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# Room layouts

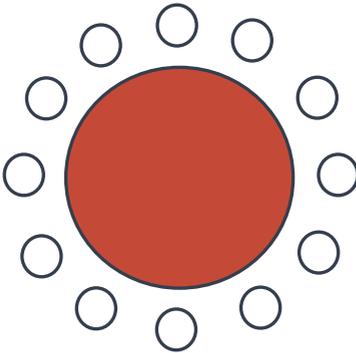
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## Boardroom



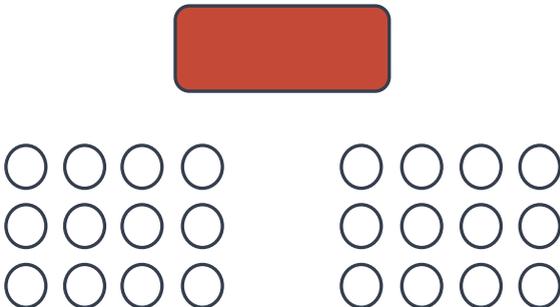
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## Cabaret



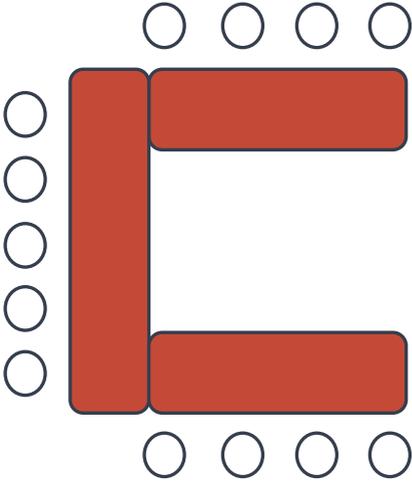
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## Event theatre



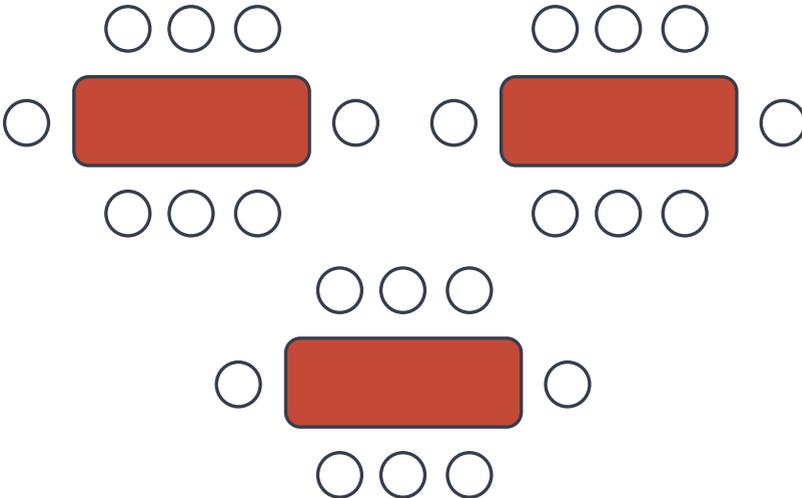
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## U-shape



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## Workshop



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# Rooms

## Benn Library

This is the largest room and can be used for a variety of purposes including training courses, workshops and boardroom meeting layout.

Number of delegates

Boardroom: 20

Event theatre: 80

U-shape: 25

Workshop: 40

## Benn Library

U-shape layout without tables



## Thames Room

A spacious room that can hold a large number of people. It is well suited for workshops.

Number of delegates

Boardroom: 20

Cabaret: 40

Event theatre: 70

U-shape: 25

## Thames Room

Cabaret layout



## Tarmacadam Room

With an event-theatre style this room is ideal for meetings requiring multiple handouts or reference materials, or other tools such as laptop computers. If you are planning long sessions this is a comfortable set-up that allows the presenter to see all participants and accommodates large groups in less space.

Number of delegates

Boardroom: 10

Event theatre: 15

U-shape: Workshop: 8

## Tarmacadam Room

Event theatre layout



## Stucco Room

This table layout is often used for Board of Directors meetings, committee meetings or discussion groups. The Stucco Room provides a good working atmosphere and good interaction between participants.

Number of delegates

Boardroom: 12

## Stucco Room

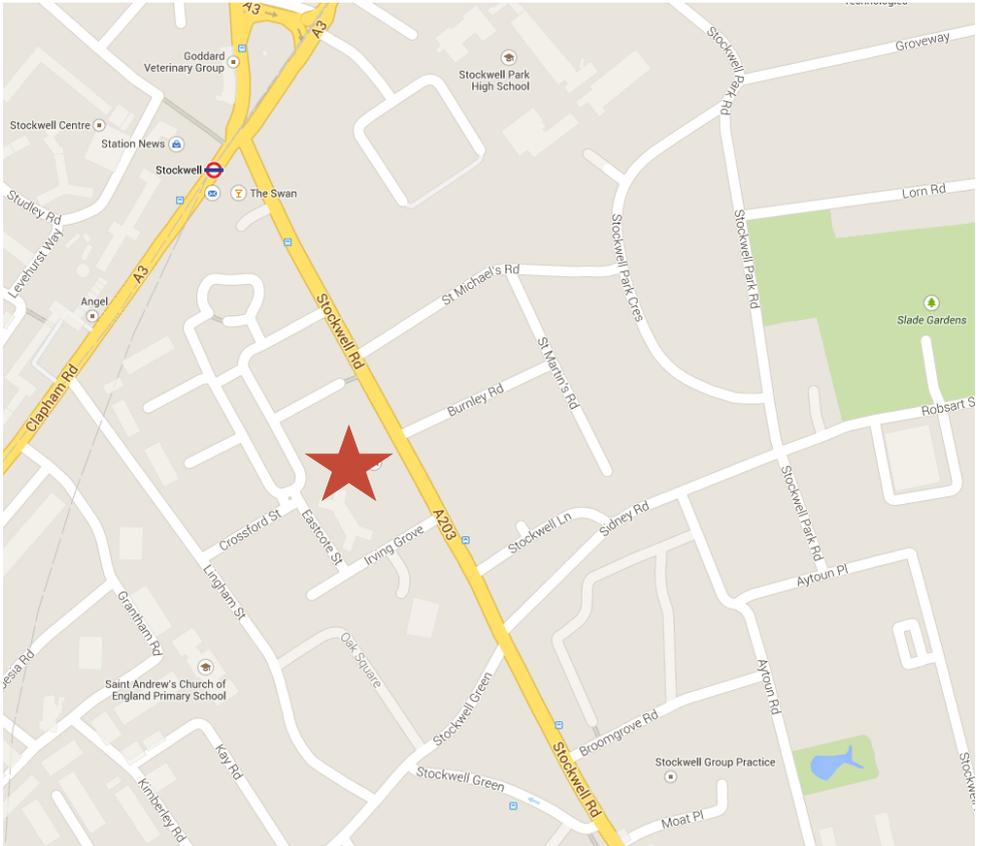
Boardroom layout



## Prices

Room	Price*	Equipment
<b>Benn Library</b>		Laptop: £30 Projector: £30 Screen: £25
Hourly	£90.00	
Half day	£215.00	Laptop, Projector, and Screen: £65
Daily	£355.00	PA System: £90 Flipchart, easel, and marker pens: £15
Room	Price	Refreshments
<b>Thames room</b>		Tea, freshly ground coffee, and biscuits: £2pp Crisps: 80p per packet Fresh juice (1 litre): £2.50 Still/sparkling water (1 litre): £2.25
Hourly	£90.00	
Half day	£215.00	
Daily	£355.00	
Room	Price	
<b>Tarmacadam + Stucco rooms</b>		
Hourly	£95.00	
Half day	£155.00	
Daily	£215.00	

\* Prices exclude VAT. Discounts are available, depending on your booking, please call our team for further enquiries



## How to find us

40-46 Stockwell Road, London SW9 9ES

Bus numbers 2, 88, 155, 196, 322, and 345 stop on Stockwell Road.

Stockwell Tube Station (Northern and Victoria Lines) is located less than five minutes' walk away.

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# Terms and conditions

## General

The organisation and/or individual in whose name the booking is made, unless otherwise stated, will be considered the hirer and be jointly and severally liable for the booking. All requirements should be detailed on the booking form.

On the return of the booking form, we will confirm the booking in writing, including confirmation of charges. Any changes to requirements should be requested in writing no less than three working days prior to the event.

## Confirming bookings

Bookings remain provisional until a completed booking form is returned to us. For bookings for dates within three months, a completed form is required within seven days to confirm the booking. For bookings within seven days, a completed form is required within 24 hours.

Once a booking is confirmed our cancellation policy will apply. We do not accept liability for any losses incurred due to the cancellation of provisional bookings in compliance with this policy.

## Deposits and payments

If you are a regular customer, we require a purchase order number to confirm your booking. The balance will be invoiced after your event. If you are a new customer, we ask for a 25% deposit upon booking, and the remaining fee to be settled before your

## Terms and conditions

'We' and 'our' refers to  
Evolve Housing + Support

event takes place. Payments for all invoices are required within 30 days of the invoice date. VAT is applicable to all prices at the current rate.

### **Refreshments**

We will provide refreshments (tea, coffee, water, juice, and biscuits) so please do not bring your own onto the premises. If you would like your event to be catered we can recommend or arrange catering from a choice of local businesses. If you have a caterer in mind, please forward their details to us.

### **Health and safety**

The hirer is responsible for the health and safety of their staff and delegates throughout the duration of the hire period, and will be expected to comply with all relevant legislation. Information regarding emergency procedures and first aid arrangements are available from our conferencing team.

The number of delegates must be indicated clearly on the booking form. Any additional delegates must be agreed with the conferencing team no later than 48 hours before the event. The maximum number of delegates per room, as indicated in this booklet, must not be exceeded. We reserve the right to alter room layouts in order to comply with fire regulations and to refuse admission if overcrowding is likely.

## **Security**

All delegates and facilitators/organisers must sign in at reception. Event facilitators/organisers must also sign for venue keys on arrival, lock rooms when not in use, and return keys at the end of the event.

## **Third party personal insurance and public liability**

We shall not be responsible for any loss or damage to property as a result of an event at our conferencing facilities. Nor shall we be responsible for any loss or damage as a result of mechanical breakdown, failure in electricity supply, flood, fire, government restriction, or natural disaster which may cause our premises to be temporarily closed or the event to be interrupted. Any personal property is left at the owner's risk and without any liability on the part of Evolve Housing + Support.

## **Head Office**

### **Evolve Housing + Support**

8th Floor, Marco Polo House,  
3-5 Lansdowne Road,  
Croydon CR9 1LL

## **Contact**

**T** 020 7101 9960

**E** [enquiries@evolvehousing.org.uk](mailto:enquiries@evolvehousing.org.uk)

## **Social**

 /EvolveLDN

 @EvolveLDN