

Access Statement for Hallam Conference Centre

This access statement does not contain opinions as to our suitability for those with access needs, but aims to accurately describe the facilities and services that we offer all our customers and delegates.

Cavendish Conference Centres are committed to providing a website that is accessible to the widest possible audience. Maintaining and improving the website is an on-going process and we are continually working to provide an all round inclusive experience. Please share your views and thoughts with us on how we can continually improve your experience as this will enable us to ensure we are focusing on our customers needs at all times.

Introduction

The Hallam Conference Centre is situated on Hallam Street in the Borough of Westminster. The conference centre offers 6 meeting rooms varying in capacity from 250 to 12 delegates across 5 floors. Operating hours are flexible and depend on the conference requirements, the venue is available between the hours of 09:00hrs and 23:00hrs.

We can provide general access information regarding local accommodation and restaurants if required. Further details regarding our conference centres can be found at www.cavendishconferencevenues.co.uk.

If you have any specific requirements, require any assistance or have any queries please phone us on 020 7706 7700 or email us at enquiries@cavendishconferencevenues.co.uk.

Our team look forward to welcoming you to our conference centre.

Pre-Arrival

For details regarding location and directions to the Hallam Conference Centre we have collated travel information with links to relevant public services websites, approximate distance and walking times and interactive maps for your use at; <http://www.cavendishconferencevenues.co.uk/marylebone-euston-conference-venues/location/>

Should you wish to speak with someone directly; a member of our team will be at hand to assist you in organising your travel arrangements.

Access on the day

Due to the nature of the grade 2 listing on the building, in which the Hallam Conference Centre operates, signage from the road is not obvious however the number of the building is 44 which is prominent from the street. There is always a member of our team ready to greet all delegates upon arrival. When possible we do ask that individuals with accessibility needs contact the Conference Centre prior to arrival in order to make your welcome comfortable and dry, in the event of bad weather.

- The Hallam Conference Centre does not have designated parking or drop off points on Hallam Street, prior notification of arrival will enable a member of our team to assist in arrival and entrance to the building.

- There are no dropped curbs directly outside the building; there are dropped curbs to the uneven pavement at each end of the street.
- The building is accessed up 3 wide marble steps with handrails either side which lead to the double doors into the lobby, these doors will be secured open when the conference centre is operational.
- Temporary ramps are available for people who are mobility impaired; these will be fixed into place when required and in anticipation of arrival. Fixing the ramps in place may take a little longer if prior notification of arrival has not been provided.
- There are two large digital display signs welcoming delegates and detailing the conferences and locations either side of the lobby entrance, these are displayed in large white font on a black background and accessible from a seated position.
- The floor surface beyond the main doors is a solid wood flooring which continuous through the floor to ceiling glass manual double doors of the lobby into the main foyer. The team member greeting the delegates will ensure these doors are fixed open when required.
- Magnifying glasses, pens and paper can be provided at the reception desk within the Foyer if required.
- The foyer often has temporary pop up stands which are erected close to the periphery of the room; therefore not obstructing any access.
- Delegate registration is not a fixed location as this will depend upon which conference is being attended, however, all temporary delegate registration desks are accessible from a seated position accessible through standard width doorways and seating is available for those who require it.

General Access Information

- We welcome trained assistance dogs. A water bowl upon request.
- All members of the Hallam Conference Centre team regularly receive training that includes disability awareness training.
- All of Hallam Conference Centres communal areas and meeting rooms with the exception of the café are evenly and well lit with both natural and electric light. The café is very well lit using only electric lighting.
- Flooring throughout the building with the exception of all toilets, is short pile carpet with colour contrast bars on all stairs.
- Directional signage throughout the Hallam Conference Centre is clear and varies in format between wall mounted plaques with large black font on brass plates and free standing sign posts with large black font on white backgrounds. All signage is accessible from a seated position.
- There is a small mirror backed lift situated on the ground floor for all customers which provides access to 5 floors.

- There are two stair wells at either end of the building providing access to all floors, both stair wells have a left handed hand rail and an intermittent right handed rail in some areas.
- There are currently no internet access stations accessible from a seated position.
- The Hallam Conference Centre provides a mixture of seating in all communal areas and meeting rooms with and with out arms.
- There are induction loops fitted in the following areas:
 - Reception/Foyer
 - Oxford Suite
 - The Council Chamber
 - Regent Suite
- Induction loops are available in all areas of the Hallam Conference Centre with prior notification. This service is included in the cost of all bookings and no additional charge will be made.

Toilets

- Both Male and Female toilets are split between the ground floor and basement. The disabled toilet is situated on the basement level, accessible by lift or stairs.
- All taps are lever taps with colour indicators for hot and cold and accessible from a seated position as are the soap dispensers and hand dryers.
- Flooring throughout all ground floor toilets is a dark grey slate effect tile, with colour contrast bars on all steps where applicable. Flooring throughout the basement level toilets is non slip linoleum flooring.
- The disabled toilet has colour contrast with critical surfaces such as handrails and the toilet seat, a pull cord alarm that will sound in the event that it has been activated and both vertical and horizontal rails on the walls adjacent to the toilets.

Catering

Refreshments and meals are served in varying areas of the venue dependant upon the conferences and meetings booked on that day.

Notifications of dietary requirements are included in the booking process. Should there be a request for specific foods without notice we will of course do our very best to accommodate all guests on the day, a member of our team will liaise directly to ascertain requirements and assist where possible.

There are mixtures of table and chair heights provided for eating, however, all catering is provided for at a level accessible from a seated position.

Table coverings are white and there is limited colour contrast between the table and crockery.

Future plans

We are continually planning and reviewing our access information provision to ensure interaction, experience and usability is suitable for people with disabilities, customer feedback is critical to our accessibility planning and we welcome comments and thoughts from all our customers and guests.

There are currently no plans for development or expansion to Hallam Conference Centre.

References

- For walking directions - www.walkit.com
- For buses and general route planning - www.tfl.gov.uk
- For journeys by road - www.theaa.com
- For car parking - www.westminster.gov.uk/transportandstreets/parking
- For Blue Badge Parking Scheme - www.bluebadge.direct.gov.uk
- For shop mobility - www.shopmobilityuk.org

Contact Information

Hallam Conference Centre

Address: 44 Hallam Street
London
W1W 6JJ

Telephone: 020 7706 7700

Email: enquiries@cavendishconferencevenues.com

Website: <http://www.cavendishconferencevenues.co.uk/>

Grid Reference: TQ289818

Local Equipment Hire:

Direct Mobility Hire
Warren House 201A Bury Street, London, N9 9JE
Telephone: 020 8370 7888
Email: hire@directmobility.co.uk
Web: <http://transact.westminster.gov.uk/weldis/organisationdetails.cfm?contactid=7016>

Local Accessible Taxi:

<http://www.tfl.gov.uk/gettingaround/transportaccessibility/1179.aspx>

Licensed Taxis (Black Cabs) can be hailed on the street or booked in advance on the following numbers or websites:

- Call-A-Cab: 020 8901 4444 [Call-A-Cab](#)
- Computer Cab: 020 7908 0207 [Computer Cab](#)
- DataCab: 020 7432 1540 [DataCab](#)
- Dial-A-Cab: 020 7253 5000 [Dial-A-Cab](#)
- London Black Taxis: 07779 336 612 [London Black Taxis](#)
- Radio Taxis: 020 7272 0272 [Radio Taxis](#)
- Taxi Call Wimbledon 0208 099 7711 [Taxi Call Wimbledon](#)
- Xeta: 0845 108 3000 [Xeta](#)