



*Collegii Regii Medicorum Edinburg.*  
*exceptional*

EVENTS

*at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH



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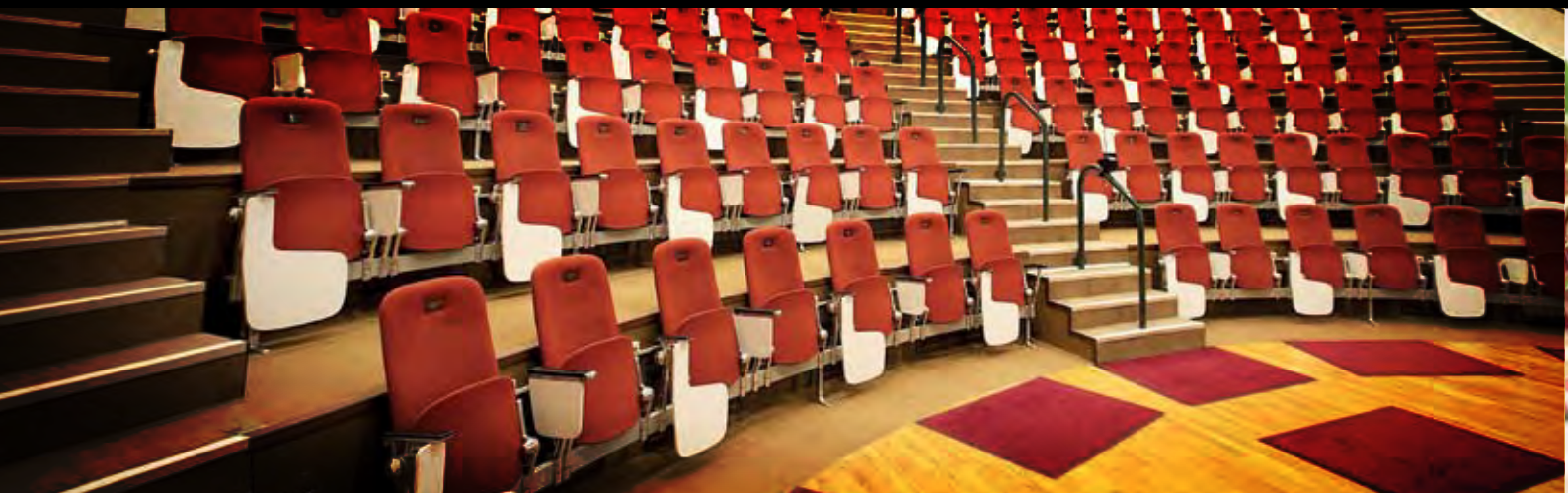


## ABOUT *the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH

The Royal College of Physicians of Edinburgh (RCPE), a hidden gem in the heart of the New Town, offers a unique and historic venue for all kinds of occasions including business conferences, meetings, prestigious dinners and receptions, and stylish weddings. The space also lends itself superbly as the backdrop for film productions and photoshoots or as the perfect venue to host a prestigious award ceremony.

With stunning architecture and hints of medical symbolism, the College and its mix of Georgian and Victorian rooms takes you by surprise, starting with the opulent grand staircase. The flexibility of the accommodation allows you to hold relaxed social occasions or more formal board meetings in the most elegant surroundings. By contrast, the Conference Centre and adjacent meeting rooms provide speakers and delegates with modern facilities.





## CONFERENCES *and* MEETINGS

With one of Edinburgh's largest purpose-built lecture theatres, a range of modern and historic meeting rooms and the experience of holding regular educational and business events, RCPE is ideal for conferences, exhibitions and business meetings.

Alongside the impressive lecture theatre, smaller conferences and seminars can be held in the Victorian grandeur of the Great Hall and adjoining New Library. The Sir John Crofton Room allows for video and teleconferencing to colleagues in other locations both in the UK and abroad, and flexible layouts can be accommodated in a suite of meeting rooms. Our in-house audio visual technicians are on hand to support the technological needs of your event.

The central location has the benefit of excellent transport links and we regularly host events with international speakers and delegates. Visitors will also revel in the chance to explore Scotland's beautiful capital city.



## QUEEN MOTHER CONFERENCE CENTRE

With raked seating for 300, the Queen Mother Conference Centre is ideal for business and academic conferences. The large foyer area for exhibitors, keypad voting and webstreaming to external UK and international locations, afford convenience and flexibility.

## SPACES *for* MEETINGS BIG *and* SMALL

From the grace of our Georgian suite, perfect for impressing corporate clients, to our soundproofed meeting rooms, we are set up to fulfill your business requirements with the modern communications technology you would expect.







## DINNERS *and* RECEPTIONS

The splendour of the Georgian and Victorian rooms at the RCPE, steeped in historical references and period detail makes the perfect setting for glamorous functions. Welcome your guests with a glass of champagne, draw them into the New Library with music from the gallery and then dine on a sumptuous meal in the candlelit Great Hall.

Our experienced events team would be delighted to support you in recommending caterers, florists and event organisers, as required.



## THE GREAT HALL

The stateliness of the Great Hall, with its rich hues and overlooked by the statues of Aesculapius and the goddess Hygeia, bestows a magnificent setting for glittering gala dinners, weddings and social occasions. After the formalities of dinner are over, guests can dance the night away on our custom-finished dance floor.

## NEW LIBRARY

Adjoining the Great Hall and dating back to the 1860s is the awe-inspiring New Library. With a stunningly ornate ceiling portraying a woodland clearing and a vast collection of antique books housed in handcrafted oak cabinets, it is ideally suited for intimate dinners, cocktail receptions and wedding ceremonies.









## WEDDINGS

The combination of our most magical spaces makes for a truly individual and unforgettable wedding. Guests can assemble in the atmospheric surroundings of the New Library for the ceremony, celebrate the occasion with champagne and canapés in the Cullen Suite before taking their seats for the wedding breakfast in the Great Hall.

For romantic wedding photographs, take the key and cross to the exclusive Queen Street Gardens, or discover the small private courtyard Physic Garden, nestled in the heart of the College.

## THE CULLEN SUITE

With stunning views across the rooftops of Edinburgh's New Town out to the Firth of Forth and beyond, the Cullen Suite is an airy, light-filled group of interlinking rooms. As an alternative to the New Library, it offers an idyllic space for small but very memorable wedding ceremonies.



## MAXIMUM CAPACITIES

	Boardroom	Theatre (with AV)	Banquet	Reception	Area (m <sup>2</sup> )	Ceiling height (m)
Conference Centre	-	300	-		-	Raked seating
Sir John Crofton Room	24	50	-		64	3.4
Meeting Room 1	20	35	-		41	3.4
Meeting Room 2	15	25	-		34	3.4
Meeting Room 1 & 2	30	60	-		75	3.4
Meeting Room 3	10	20	-		28	3.4
Meeting Room 4	12	28	-		33	3.4
Meeting Room 5	10	25	-		32	3.4
Meeting Room 4 & 5	25	50	-		65	3.4
Great Hall	55	140	150	220	162	10.1
New Library	35	70	50	150	71	8.3
Cullen Suite: Cullen Room	25	40	40	60	57	3.4
Cullen Suite: Duncan Room	18	-	18	18	35.5	3.4
Cullen Suite: Davidson Room	10	15	10	20	37	3.4



## SUGGESTED SUPPLIERS

At the Royal College of Physicians of Edinburgh, we are often asked to recommend suppliers so we have the pleasure of providing the list below. Please contact them directly and tell them we sent you! You have no obligation to use these suppliers. For suggested hotels and our list of approved caterers, please refer to our separate information sheets.

### Photographers

#### Elemental Photography

Contact: Christina and Jay  
+44 (0)131 558 9855 or  
+44 (0)844 414 1136  
info@elementalweddings.co.uk  
www.elementalweddings.co.uk

#### Michael Boyd

Contact: Mike Boyd  
+44 (0)7773 784 823  
mike@mikeboydphotos.com  
www.mikeboydphotos.com

#### McBeth Photography

Contact: Jess  
+44 (0)1578 718 923 or  
+44 (0)7900 697 155  
jess@mcbethphotography.com  
www.mcbethphotography.com

#### Roddy Mackay Photography

Contact: Roddy Mackay  
+44 (0)7921 611 570  
roddy@roddymackayphotography.com  
www.roddymackayphotography.com  
www.roddymackayweddings.com

#### Graeme Brown Photography

Contact: Graeme Brown  
+44 (0)1577 865000  
studio@graemebrown.co.uk  
www.graemebrown.co.uk

### Florists

#### Planet Flowers

Contact: Gemma Marshall  
+44 (0)131 539 7781  
gemma@planetflowers.co.uk  
www.planetflowers.co.uk

#### Stems Limited

Contact: Katrina Howells  
+44 (0)131 228 5575  
sales@stems.org  
www.stems.org

#### Roseparks

Contact: Lianne Gray  
+44 (0)131 440 2444  
enquiries@roseparks.co.uk  
www.roseparks.co.uk

#### Little Petals Flowers

Contact: Carole  
+44 (0)131 669 0124  
littlepetals@hotmail.co.uk  
www.littlepetals.webs.com

## **Insurance *for* weddings and events**

### **Event Insurance Services**

Telephone: +44 (0)142 547 0360  
info@events-insurance.co.uk  
www.events-insurance.co.uk

## **Transport**

### **DeVere Chauffeur Drive**

Contact: Innes  
+44 (0)131 339 9636  
info@deverecars.com  
www.deverecars.com

### **Ecosse Classic Wedding Cars**

Contact them: +44 (0)131 663 2796  
info@ecosseclassiccars.co.uk  
www.ecosseclassiccars.co.uk

## **Entertainment *and* band hire**

### **The Entertainment Company**

Contact: Gavin  
+44 (0)131 331 3400  
gavin@entertainmentcompany.com  
www.entertainmentcompany.com

### **Freak Music**

Contact them: +44 (0)131 467 2539  
general\_info@freakmusic.co.uk  
www.freakmusic.co.uk

### **The Belle Star Band**

Contact: Gica Loening on +44 (0)131  
669 7618 or +44 (0)7814 657 029  
gica@loening.com  
www.bellestarband.co.uk

### **The Wild Cigarillos**

Contact them: +44 (0)131 445 5380  
info@wildcigarillos.co.uk  
www.wildcigarillos.co.uk

### **Seattle Wedding Band**

Contact them: +44 (0)7595 390 117  
info@seattleweddingband.co.uk  
www.seattleweddingband.co.uk

### **Hannah Haynes**

Harpist and clarsach player  
Contact: Hannah  
+44 (0)131 558 8814  
harphannah@yahoo.co.uk  
www.hhharp.co.uk

### **Cairn String Quartet**

Contact: Annemarie McGahon or  
Fiona McLachlan  
+44 (0)7968 783440  
cairnstringquartet@googlemail.com  
www.cairnstringquartet.co.uk

### **Roddy the Piper/Reel-Time Events**

Contact: Roddy  
+44 (0)131 346 8393  
events@reel-time.co.uk  
www.reel-time.co.uk

### **Rose Street Quartet**

Contact: Liz on +44 (0)7719 702 265  
or Pete on +44 (0)7979 595 919  
rocestreetquartet@hotmail.com  
www.rocestreetquartet.co.uk

### **Hire a Band**

Contact them: +44 (0)845 226 0494  
Email: info@hireaband.co.uk  
www.hireaband.co.uk

## **Piano hire**

### **Piano Workshop and Salon**

Contact: Philip Soltau  
+44 (0)800 043 2170  
phil@pianoworkshops.co.uk  
www.pianosalon.co.uk

### **Jacky Dykes**

Contact them: +44 (0)141 434 1457  
or +44 (0)7715 707 711  
enquiries@jackydykespianos.co.uk  
www.jackydykespianos.co.uk

## **Cakes**

### **Truly Scrumptious**

Contact them: +44 (0)844 847 0831  
info@designer-cakes.com  
www.designer-cakes.com

### **Too Good To Eat**

Contact them: +44 (0)131 663 2756  
enquiries@toogoodtoeat.co.uk  
www.toogoodtoeat.co.uk

## **Venue dressing *and* linen hire**

### **Ambiance Venue Styling**

Contact: Sandie Edgar  
+44 (0)800 0439178 or  
+44 (0)7500 807 787  
www.ambiancevenuestyling.com

### **Silver Events**

Contact: Margo Smith  
+44 (0)7780 671 805  
enquiries@silverevents.co.uk  
www.silverevents.co.uk

## **Filmographers**

### **Grand Gesture Wedding Films**

Contact: Tara  
info@grandgestureweddingfilms.com  
+44 (0)17771838034 or  
+44 (0)7879 820 150  
www.grandgestureweddingfilms.com





## APPROVED CATERERS

The Royal College of Physicians of Edinburgh has a specially selected panel of five caterers from which you must choose. Please contact the caterer to discuss your requirements for the day or ask the Events Team to forward your details on your behalf.

### **Heritage Portfolio**

Contact: Sales and Events Department  
+44 (0)131 555 2229  
[enquiries@heritageportfolio.co.uk](mailto:enquiries@heritageportfolio.co.uk)  
[www.heritageportfolio.co.uk](http://www.heritageportfolio.co.uk)

*Caters for:* Weddings, buffets, receptions and dinners, conferences and meetings, no limit on numbers.

### **Pinkertons**

Contact: Sales and Events Department  
+44 (0)131 332 3800  
[info@pinkertonscatering.co.uk](mailto:info@pinkertonscatering.co.uk)  
[www.pinkertonscatering.co.uk](http://www.pinkertonscatering.co.uk)

*Caters for:* Weddings, buffets, receptions and dinners, conferences and meetings, no limit on numbers.

### **Home to Home Catering**

Contact: Dorothy Rigg  
+44 (0)131 440 1385  
[johnrigg@onetel.com](mailto:johnrigg@onetel.com)

*Caters for:* Conferences and meetings only: buffets and receptions up to 80 guests, dinners and small meeting up to 50 guests.

### **Prestige Scotland**

Contact: Sales and Events Department  
+44 (0)800 328 1373  
[sales@prestigescotland.co.uk](mailto:sales@prestigescotland.co.uk)  
[www.sodexoprestige.co.uk](http://www.sodexoprestige.co.uk)

*Caters for:* Weddings, buffets, receptions and dinners, conferences and meetings, no limit on numbers.

### **Saltire Hospitality**

Contact: Sales and Events Department  
+44 (0)131 333 0131  
[sales@saltirehospitality.co.uk](mailto:sales@saltirehospitality.co.uk)  
[www.saltirehospitality.co.uk](http://www.saltirehospitality.co.uk)

*Caters for:* Weddings, buffets, receptions and dinners, conferences and meetings, no limit on numbers.

# EVENTS *at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH

## CONFERENCING *and* EVENT QUICK REFERENCE GUIDE

### The team

The Events Team are Lorraine Deane, Lucy Baillie, Ashley Kerr and Stacey Fotheringham. Our College diary is centralised on our computer which means we all have access to event information, therefore all members of the Events Team can help with any enquiries you have. On the day of your event, you will be assisted by one of our College Officers: Billy Hamilton, David Blackie, Bill Blenham, Kenny Reid or Robert Connelly. David Blackie and Bill Blenham are also our in-house AV technicians. You can contact the team on +44(0)131 225 7324 or email [events@rcpe.ac.uk](mailto:events@rcpe.ac.uk).

### Visiting *the* College

We recommend visiting the College to truly appreciate our facilities. Appointments can be made Monday to Friday, 09.00am to 16.30pm and on selected Saturdays by special arrangement.

If you are unable to visit, more information is available on our website, [www.rcpe-venue.co.uk](http://www.rcpe-venue.co.uk).

### Getting *to the* College

For guests arriving by car, the NCP car park on York Place is a short walk away. On street parking is available on Queen Street and adjacent roads. There is no parking available on site.

The bus and train stations are a five minute walk away from the College with Edinburgh Airport approximately 25 minutes drive by bus or taxi. There is an interactive map on our website on the contact page at [www.rcpe-venue.co.uk](http://www.rcpe-venue.co.uk).

### Access *to the* College

The Royal College of Physicians Edinburgh is a listed building, which means we have limited disabled access to the premises.

There is a wheelchair lift situated at the rear of the building which accommodates most wheelchairs, with a weight limit of 150kg. However, we would ask clients to note that specially adapted models may not fit the 700 mm x 750 mm platform. The College has a wheelchair which fits onto the lift, should the attendee be able to manoeuvre from their own chair. This entrance gives access to the Conference Centre, Great Hall, New Library and Cullen Suite. Meeting Rooms 1 to 5 and the Sir John Crofton Room are not accessible by wheelchair. We will take all reasonable steps to assist you. Please ensure advance warning is given prior to the event.

### Overview *of the* facilities

This section provides detailed information on the equipment provided in each room. Maximum capacities by layout are available from [www.rcpe-venue.co.uk](http://www.rcpe-venue.co.uk) or on request.

### Conference centre, foyer *and* exhibition area

The main auditorium seats up to 300 people in raked seating. There is a large foyer with space for delegate registration, catering and exhibitions. The standard AV equipment and services of an AV technician are included in your quotation. Please go to [www.rcpe-venue.co.uk](http://www.rcpe-venue.co.uk) to download a comprehensive list of AV equipment. There is no natural light in this area.

### Internet access

Internet access via Wi-Fi will only be available if the users have laptops/PCs with Wi-Fi facilities installed on their machines. (The College is fully Wi-Fi accessible.)

### Additional items

The following additional items can be hired for use in the Conference Centre. Please ask for a quotation.

- Video conferencing
- E-voting Audience Response System (additional cost)
- Live link facility available up to ISDN 12 (768Kb) anywhere in the world. This is also available in the Seminar Room (additional cost).
- Curtains to screen off the back of the auditorium (additional cost).
- Other AV equipment and an additional technician can be hired in as required. Please request well in advance.

### Exhibitions

There is a fixed display area in the Conference Centre Foyer measuring 14 m long (consisting of 3 sections) by 1.35 m high. Stands can also be placed around the walls of the Conference Centre Foyer. Other rooms are also suitable for exhibitions.

The College has 50, 1 m x 2 m mobile display/poster boards available for clients' use. Due to the delicate fabric of the building, only Velcro dots should be used to display items on the display/poster boards.

## Turning point interactive keypad voting system

A keypad voting system is available for delegates for use in the Conference Centre and smaller meeting rooms, which have AV systems, for an additional fee. This versatile system uses PowerPoint. You will need to send your questions in advance so our AV technicians can set this up. They will then be sent back to you for approval/alteration.

The keypads are small and are presented in a plastic holder and lanyard which also incorporates space for a paper badge of up to 10 cm x 8 cm. Clients are responsible for ensuring that all keypads are returned at the end of the event. A charge of £25 per keypad will be charged in the event of a loss. Delegate lists can be imported into the keypad voting software so that you can track specific keypads. Please contact the Events Team for further information and costs.

## Breakout rooms *and* meeting rooms

We have up to ten breakout rooms available depending on your requirements. Meeting rooms 1 to 5 and the Sir John Crofton Room have direct access from the Conference Centre. These rooms include standard AV equipment and services of an AV technician in your quotation. Please go to [www.rcpe-venue.co.uk](http://www.rcpe-venue.co.uk) to download a comprehensive list of AV equipment. All rooms have natural daylight.

## Historic rooms

These rooms, including the Great Hall, New Library and Cullen Suite, provide flexible facilities for additional breakout rooms and for receptions, dinners, events and meetings. These rooms have no AV as standard, except for the Great Hall where portable equipment is provided as part of the room hire cost. If you are hiring any other historic room and require AV equipment, there may be an additional charge, and items must be requested well in advance.

## Great Hall

This room can be used for meetings in theatre, cabaret or boardroom style. For receptions and dinners, flexible seating and table arrangements can be provided. Please note that this room has natural daylight provided by ornate skylights, which also have external blackout blinds. If you are bringing your own equipment, the projector must have a specification of 5000 lumens or more. The services of an AV technician are included in your quotation.

## Cullen Suite

The Cullen Room and the Davidson Room form the Cullen Suite. This Suite is ideal for meetings or small dinners. Adjacent to the Cullen Suite is the Duncan Room which can be used for boardroom style meetings and small dinners. The Duncan Room table is a permanent fixture in this room and there is also a TV and video recorder.

## Additional *items*

Other AV equipment, lighting and staging can be hired in as required. Please request items well in advance.

## Times *of* hire

Clients must adhere to the period of hire of their booking, agreed upon with the Events Team. The finish time for social events is 01.00am. We suggest that the bar is closed at 00.30am and dancing shortly after to ensure that all guests leave by 01.00am.

## Clients using *own* equipment

Clients are welcome to bring their own AV equipment but we ask that you discuss your requirements in advance with our AV technician. We regret we are unable to accommodate requests for AV assistance on the day of the meeting or conference, if not booked in advance. Any electrical equipment brought into the College must be electrically tested and have the testing label displayed on the item.

## Catering for *your* event

The College has a list of approved caterers from which we ask you to choose. Their contact details are within this pack, please contact them directly for prices and menus. All caterers pay a 10% facility fee to the Royal College payable on food and drink.

Please let us know which caterer you decide to use and the timing of meals and refreshments to ensure rooms are cleared promptly. When more than one large event is taking place at the same time, caterers may have to share the large kitchen or use the smaller kitchen, which may restrict the menus available. We will be able to advise you at the time of booking what is available.

## Photocopying

Clients may make use of the College's photocopiers. We ask you to pay in cash or by cheque on the day of your event. Please contact a member of College staff before photocopying.

- A4 black and white copies are 5p each
- A3 black and white copies are 10p each, single or double sided
- A4 colour copies are 40p per single or double sided
- A3 colour copies are 80p per single or double sided

## Event insurance

While it is not a condition of our let, we recommend that insurance is arranged to cover damage, equipment, cancellation etc.

The College has public liability insurance.

# EVENTS *at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH

## RECOMMENDED HOTELS

We have negotiated special rates for delegates and guests attending events at the Royal College of Physicians of Edinburgh focusing on accommodation that is within an easy walk of the College.

To ensure you get the appropriate pricing please mention the Royal College of Physicians of Edinburgh when you are booking. Please note that room availability will be scarce during the Edinburgh Festival in August, large sporting events or Christmas and New Year. During the summer months and selective dates these special rates may depend on availability at the hotels. If you are looking for a hotel elsewhere in Edinburgh or other types of accommodation we recommend using Visit Scotland, 0845 22 55 121 or [www.visitscotland.com](http://www.visitscotland.com), or [www.booking.com](http://www.booking.com). Prices shown below are correct as at January 2014 and valid to January 2015.

### The Bonham

35 Drumsheugh Gardens, Edinburgh EH3 7RN  
+44 (0)131 226 6050  
[www.thebonham.com](http://www.thebonham.com)

This luxury hotel is in a quiet part of central Edinburgh and is a 10 minute walk from the College away from the city centre and Princes Street.

	Single occupancy	Double occupancy
Sunday–Thursday	£108 per night	£128 per night
Friday/Saturday	£130 per night	£160 per night

Rates include continental breakfast.

### The George Hotel

19–21 George Street, Edinburgh EH2 2PB  
+44 (0)131 225 1251  
[www.principal-hayley.com](http://www.principal-hayley.com)

This 4-star hotel is located just two minutes walk from the College. The hotel has recently been completely refurbished to a very high standard.

	Single occupancy	Double occupancy
Standard room	£115 per night	£125 per night
Deluxe room	£155 per night	£165 per night

Rates include full Scottish breakfast.

### Crowne Plaza Hotel - The Roxburghe

38 Charlotte Square, Edinburgh EH2 4HG  
+44 (0)131 240 5500  
[www.macdonaldhotels.co.uk/roxburghe](http://www.macdonaldhotels.co.uk/roxburghe)

The Macdonald Roxburghe Hotel is situated in Charlotte Square and is just a five minute walk from the College. This well established hotel has all the amenities that you would expect of a 4-star deluxe city centre hotel.

	Single occupancy	Double occupancy
Double room		
Sunday–Thursday	£105 per night	£120 per night
Friday/Saturday	£120 per night	£135 per night

Rates include full Scottish breakfast.

### Ben Cruachan Bed & Breakfast

17 McDonald Road, Edinburgh EH7 4LX  
+44 (0)131 556 0687  
[www.bencruachan.com](http://www.bencruachan.com)  
Email: [jaxbox1@mac.com](mailto:jaxbox1@mac.com)

High quality 4-star bed and breakfast accommodation in the heart of Edinburgh within walking distance of the College.

Single occupancy	Twin/double occupancy
from £75 per night	from £98 per night



Holiday Inn Express – City Centre

16–22 Picardy Place, Edinburgh EH1 3JT  
+44 (0)131 558 2312

This popular city-centre hotel is located five minutes from the College.

	Single/double/twin/family* room
Sunday–Thursday	£74 per night
Friday/Saturday	£89 per night

Rates include continental buffet-style or hot items breakfast.  
\* Up to two adults and two children.

Please telephone the hotel directly. Should your call be diverted to the Central Reservations Team, please quote Corporate ID reference 100190859.

Bookings on Friday and Saturday are for a minimum of two nights.

Hotel Indigo

51–59 York Place, Edinburgh EH1 3JD  
+44 (0)131 556 5577  
www.hotelindigo.com

This boutique hotel is located on York Place and is only a 5 minute walk from the College.

	Single/double room
Sunday–Thursday	from £99/£109 per night
Friday/Saturday	£149 per night

Rates include full Scottish breakfast.

Blue Rainbow Apartments – Edinburgh Royal Garden

York Buildings, Queen Street,  
Edinburgh EH2 1HY  
+44 (0)845 045 2222  
www.bluerainbowapartments.com

These stylish apartments are a two-minute walk from the College.

	1–3 nights	4–9 nights	10+ nights
Executive one bedroom	£94	£89	£84
Executive two bedroom	£119	£114	£109
Executive one bedroom with internet	£99	£94	£89
Executive two bedroom with internet	£124	£119	£114

Rates include continental breakfast.

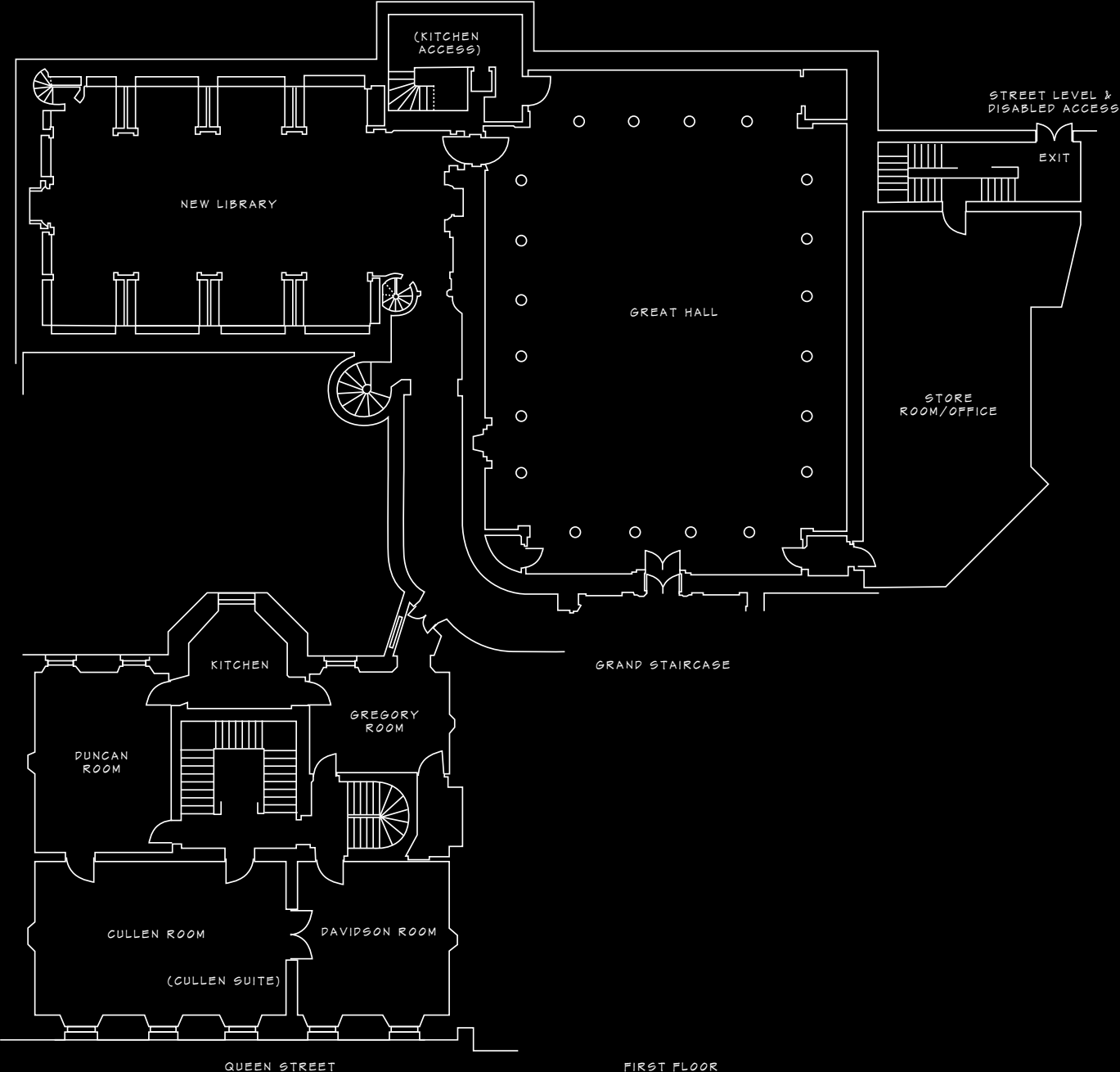
Motel One Edinburgh-Royal

18–21 Market Street, Edinburgh EH1 1BL  
+44 (0)844 693 1077  
www.motel-one.com

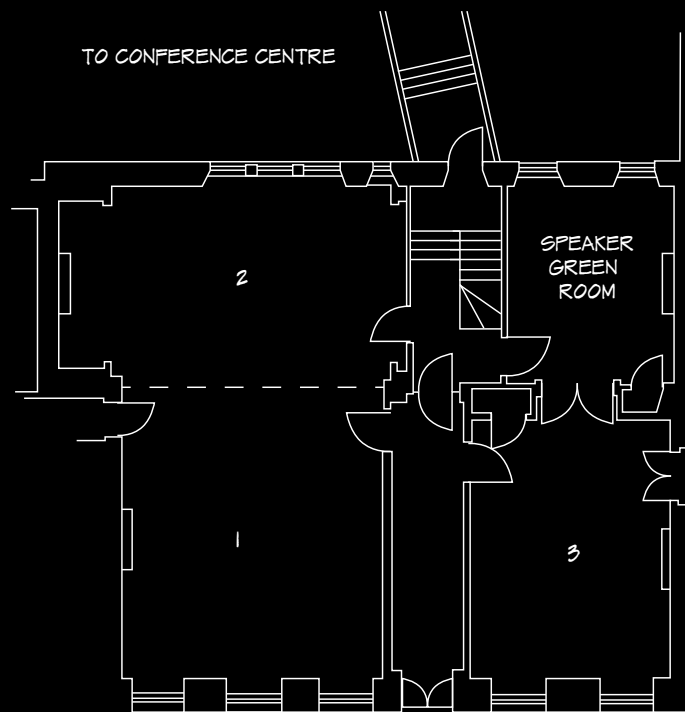
Double for single occupancy	Double room
from £69 per night	from £84 per night

Full continental breakfast is £7.50.

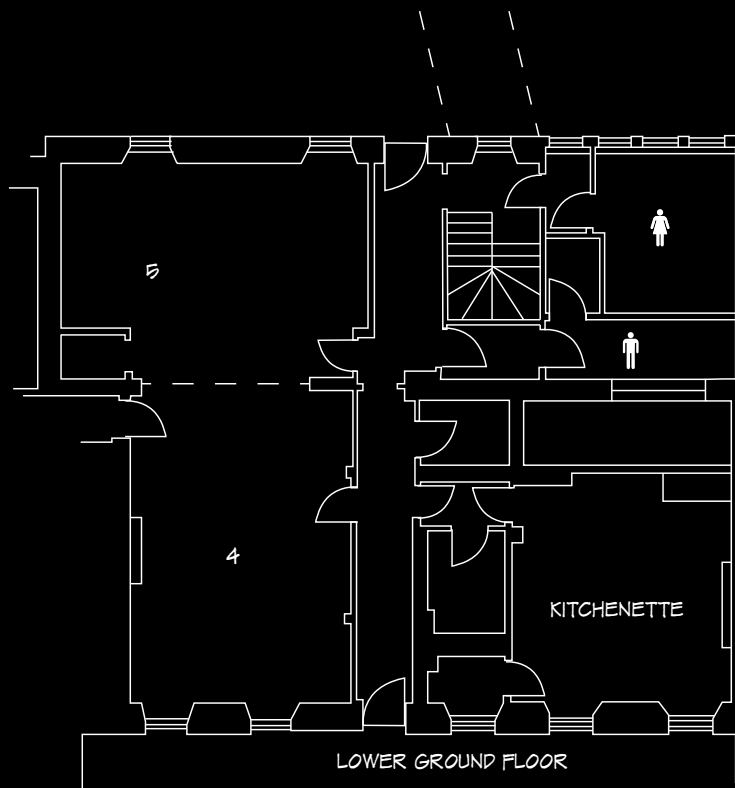
EVENTS *at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH  
FLOORPLAN *of* HISTORIC ROOMS



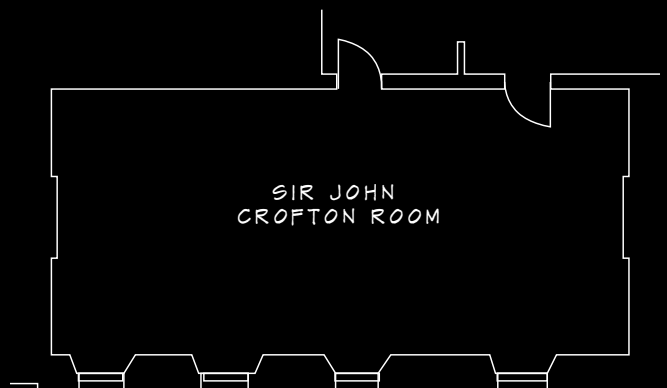
EVENTS *at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH  
FLOORPLAN *of* MEETING ROOMS *at 11 and 13* QUEEN STREET



GROUND FLOOR  
QUEEN STREET (13)



LOWER GROUND FLOOR  
QUEEN STREET (13)



QUEEN STREET (11)

EVENTS *at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH  
FLOORPLAN *of* QUEEN MOTHER CONFERENCE CENTRE





# EVENTS *at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH

## AUDIOVISUAL EQUIPMENT LIST

### Conference Centre *and* meeting rooms

#### Conference Centre, foyer *and* exhibition area

The services of an AV technician are included in your quotation.  
The standard equipment comprises of:

- Christie LX900–9000 ansi lumen XGA (1024 x 768) data projection
- Laptop with Windows 7 and Office 2010, with internet access
- WiFi internet access up to 40Mb (with password protection)
- 6 metre projection screen.
- 2x Podium, 4x tabletop and 10x audiences hardwired microphones
- 2x lapel (bodypack) and 2x handheld radio microphones
- Video conferencing (additional cost)
- E-voting audience response system (additional cost)
- Live webstreaming service (additional cost)
- Video and audio recording facility (video recording service at additional cost)
- DVD/VHS video playback facility (NO Super VHS)
- 3-phase power (split as 63A and 32A) (additional cost)
- Dedicated AV technician

#### Sir John Crofton room

The following items are provided in the room with initial set up by our AV technician included.

- Epson EB1930–4200 ansi lumens XGA (1024 x 768) data projection
- PC with Windows 7 and Office 2010, with internet access
- WiFi internet access up to 40Mb (with password protection)
- 3 metre projection screen
- Audio playback facility
- DVD playback facility
- Whiteboard
- Flipchart
- E-voting Audience response system (additional cost)
- Video conferencing (additional cost)

#### Meeting room 1 *or* 1 *and* 2 combined

The following items are provided in the room with initial set up by our AV technician included.

- Epson EB1900 – 4000 ansi lumen XGA (1024 x 768) data projection
- PC with Windows 7 and Office 2010, with internet access
- WiFi internet access up to 40Mb (with password protection)
- 3 metre projection screen
- E-voting audience response system (additional cost)
- Audio playback facility
- DVD playback facility
- Flipchart

Meeting rooms 2 and 3 have no AV as standard.

#### Meeting room 4 *or* 4 *and* 5 combined

The following items are provided in the room with initial set up by our AV technician included.

- Epson EB 1900 – 4000 ansi lumen XGA (1024 x 768) data projection
- Laptop with Windows 7 and Office 2010, with internet access
- WiFi internet access up to 40Mb (with password protection)
- 3 metre projection screen
- E-voting audience response system (additional cost)
- Flipchart

Meeting room 5 has no AV as standard.

The remaining rooms have no AV as standard. Items can be hired in as required and must be requested well in advance.

(Continued overleaf)

## Historic rooms

### Duncan Room (Cullen Suite)

- 60" plasma screen on a Rollabout trolley
- Laptop with Windows 7 and Office 2010, with internet access
- WiFi internet access up to 20Mb (with password protection)
- Flipchart

### Great Hall

Please note that this room has natural daylight provided by ornate skylights which do have external blackout blinds. If you are bringing your own equipment, the projector must have a specification of 5000 lumens or more. The services of an AV technician are included in your quotation. The following are provided:

- Christie LX605–6500 ansi lumen XGA (1024 x 768) data projection
- Laptop with Windows 7 and Office 2010, with internet access
- WiFi internet access up to 40Mb (with password protection)
- 3 metre projection screen
- 2x lapel and 4x handheld radio microphones
- 6x tabletop microphones
- E-voting audience response system (additional cost)
- Audio recording facility
- Audio playback facility
- DVD playback facility
- 3-phase power (63A) (additional cost)
- Dedicated AV technician

### New Library

This room can be used for meetings in theatre or boardroom style. For receptions and dinners, flexible seating and table arrangements can be provided. The following will be provided:

- Power
- 3-phase cabling can be provided for this room
- Tables and chairs
- Tables and chairs for receptions and dinners are included in the quotation price

Great Hall, New Library and Cullen Suite share the same data projector and laptop, if required in more than one room, other equipment would have to be hired in.

Internet access via WiFi will only be available if the users have laptops/devices with WiFi connectivity.

# EVENTS *at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH

## TERMS *and* CONDITIONS

### Definitions

'The College' and 'we' means the facilities for which a contract is agreed.

'The Client' and 'you' means the organising individual/body/company and organiser responsible for the commissioning of and payment for the event.

'The contract' or 'booking form' means the agreement between the College and the Client for a specific booking or series of bookings.

These Terms and Conditions will form part of the contract, together with any other terms in the contract.

### Charges and Payments

The deposit required for any event will be specified on the booking form. If the event is less than 16 weeks from the date of booking, full payment is required. The deposit is non-refundable except at the discretion of the Event's Team.

The balance must be paid in full before any event.

In the event of payment becoming overdue, interest at 2.5% above the current payable bank rate, as at date of invoice, will be added to your account.

Our prices are valid for 30 days.

Where an event is booked for a date other than the current year, the prices will be adjusted by the rate of inflation over that period.

We do not charge VAT.

### Confirmation by Client

All bookings are considered as provisional until the contract is signed by the Client.

Once the contract is signed, all such facilities and services reserved on your behalf will be subject to the terms and conditions of the contract.

Provisional bookings are held for 15 days only. This period can be renewed at the discretion of the Events Team.

The booking form must be returned by the Clients and received by the College within 15 days of the date or issue, or if such time is not available prior to the date of arrival, within a maximum of 48 hours. If the contract is not received by the College within this period, the College reserves the right to release the provisional booking and re-let the facilities.

Numbers must be advised to the College at the time of booking and will be identified on the Booking Form. Final numbers, timings and any special requests must be confirmed to the College at least seven days prior to arrival.

As a listed building, the College has limited disabled access. Clients must advise the College of any attendees requiring disabled access seven days before the date of the event.

### Amendments by the Client

Amendments to the numbers and/or arrangements must be confirmed to the College in writing.

Reductions in the duration or contracted value of the booking are subject to the College's Cancellation Policy.

### Cancellation by the Client

In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, the College will make effort to re-sell the

facilities on your behalf. The College's Cancellation Policy is loss of deposit up to 16 weeks before the event, 100% thereafter.

Any cancellation, postponement or partial cancellation should be advised to the College verbally in the first instance. We also request that cancellations are put in writing by the Client.

### Arrival/Departure

The facilities are available for the period shown on your contract. Any extension may incur additional charges.

For social events booked to 01.00am clients must ensure all guests have left the building by that time otherwise additional charges will be levied.

### Amendments or cancellation by the College

Should the College for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities of a similar calibre.

Should the Client make significant changes to the programme or expected number of guests, this may result in amendments in the applicable rates and/or facilities offered by the College. The Client may not exceed the maximum number of people approved for using each room.

The College may cancel the booking:

- If the client is more than 30 days in arrears of payments to the College.
- If the Client becomes aware of any alteration in the Client's financial situation.

## **General**

Please note that there is a strict NO SMOKING policy throughout the College.

Room hire includes the services of a Doorman and College Officer as standard where more than 30 people are attending. For smaller meetings, the services of a College Officer are provided.

Hire of the Conference Centre and the video conferencing suite include dedicated services of an AV technician. In other rooms the AV support provided will be confirmed if more than for set up alone.

Our standard day is from 9am to 5pm. Additional charges are made for hire outside these times and will be included in your quotation.

Commission paid to agencies is on the room hire only, i.e. services of AV technicians, College Officers and Doormen, etc. are excluded. As we do not charge VAT on room hire, invoices for commission should include VAT, i.e. not shown as a separate amount.

We offer reductions for charities and medical conferences. These reductions are made on the room hire only, i.e. services of AV technicians, College Officers, Doormen etc are excluded.

Users will be liable to meet the cost of rectifying any loss or damage to College property caused by them or their guests.

We strongly recommend that Insurance is arranged to protect you and your event against cancellation or abandonment of an event. Insurance can also cover non-appearance of speakers or delegates, property damage at or to the venue or its contents, third party bodily injury and third party damage. The college does not accept liability for these unless required by statute.

We are concerned for your health and safety and that of our college. We cannot

permit you fix items to the walls, floors or ceilings. Helium balloons are not permitted. We do not allow kegs of beer to be used for functions.

The three Office Bearers' chairs in the hall and New Library should not be used. If they need to be moved please contact the College Officer on duty.

The College's name, logo or photographs may be used in printed or online publicity once approval has been given by the College.

The College reserves the right to approve any externally arranged entertainment, services or activities that you have arranged and cannot accept liability for any resultant cost.

Should any of your delegates be unable to correct any aspect of poor behaviour or activities unacceptable to the College, the College reserves the right to terminate the hire of the facilities if a suitable resolution cannot be agreed. Should this occur, no monies will be refunded. The duty College Officer's decision is final.

## **Catering**

We have a panel of approved caterers rather than a dedicated in-house team. We can suggest an appropriate caterer for your particular price requirements. Caterers who are not on our approved list cannot be used.

Caterers must ensure that the premises, and in particular the kitchen, are left clean and tidy and the duty College Officer will inspect the premises with the organiser at the conclusion of the function.

The College reserves the right to remove from its list of approved caterers any firm which does not maintain the standard of cleanliness required.

## **Guests**

We would appreciate having prior warning of distinguished visitors eg. a senior member of the medical profession or a member of government taking part in your meeting. On occasion additional facilities may be needed for special hospitality and we will be glad to assist this when required.

## **Audio visual**

Hire of the Conference Centre and the Video Conferencing Suite come with dedicated services of an AV technician. In other rooms the level AV is for set up alone, unless advised otherwise.

If you employ the services of an external AV company, you must arrange an appointment for the company to come into the College to go through the regulations at least one week in advance of the event. Where this is not possible, please arrange for a detailed discussion with our AV technician by phone.

If you are using our video conferencing services our AV technician will monitor your meeting to ensure that the equipment is functioning correctly, unless requested otherwise.

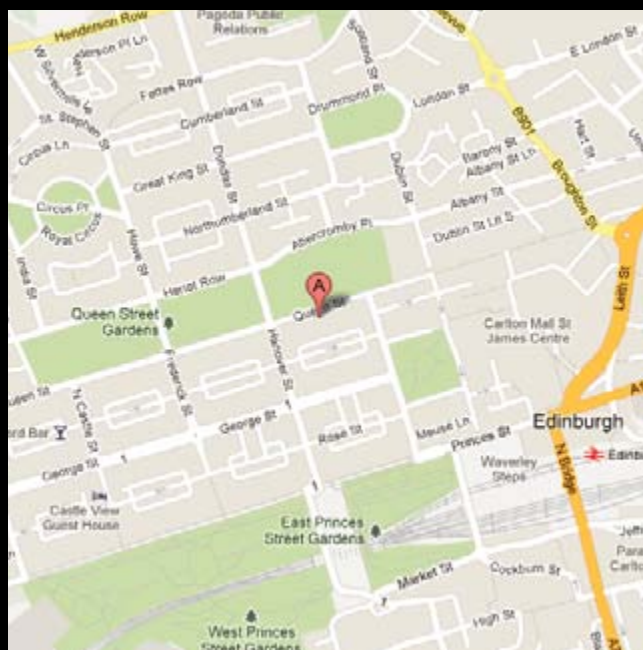
When using the keypad voting system, it is the Client's responsibility to ensure all handsets are returned after the meeting. The replacement value of the handset is payable if the handset is lost.

# EVENTS *at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH

## LOCATION *and* CONTACT DETAILS

Situated in the historic New Town of Edinburgh, RCPE is located within the central business and retail districts of Edinburgh. For guests/delegates arriving by car, the NCP car park is a short walk away in York Place. On-street metered parking is available on Queen Street and adjacent roads. Arriving by train/bus, just a 10 minute walk from Waverley train station and 5 minutes from the bus station. The airport is approximately 25 minutes drive by taxi or airport bus.

As a listed building, the College has restricted disabled access. Guests requiring assistance are asked to use the rear entrance where a wheelchair lift is provided.



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Twitter: [@RCPEvenue](https://twitter.com/RCPEvenue)





## EVENTS *at the* ROYAL COLLEGE *of* PHYSICIANS *of* EDINBURGH

Our experienced Events Team would be delighted to discuss your requirements and are looking forward to helping you create a fabulous event. Please contact them on +44(0)131 225 7324 or email [events@rcpe.ac.uk](mailto:events@rcpe.ac.uk) and they will be in touch shortly.

We can support your event with up-to-date audio visual technology and introduce you to a range of specialist suppliers including caterers, florists and photographers. Further details of the services we can offer you, as well as floorplans and technical specifications, can be found on our website [www.rcpe-venue.co.uk](http://www.rcpe-venue.co.uk).



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