

Guidance for Events at Taylor Wessing



Guidance for Events at Taylor Wessing in New Street Square (NSS)

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1. Before an event

- We can supply logo's for invitations should you require them
- [Click here for our map and directions to NSS](#)
- Please provide the events team with estimate guest numbers on confirming your date. See the grid below to enter diary reminders.

Please reconfirm estimate guests numbers 14 and 7 days prior to the event, with final number confirmed 48hours before the event along with a full guest list (for security).

Date from event	#s Update
Estimate numbers	on booking
14 days	estimate numbers
7 days	estimate numbers
24 hours	final guest list for reception and security

- We are able to print Taylor Wessing branded name badges for the event if the guest list has been supplied 24 hours before the event
- A suitable menu will be selected for your event by our chefs, based on your prior agreement with your Taylor Wessing Host.

2. **At the event**

- The facility team are available to assist with set up between 7.30am-6pm
- We will set up a reception area for you, this will include a large table and 2 chairs. You will be expected to manage this reception full time (including during any seminars)
- Please let us know if you have allowed guests to substitute a colleague for themselves, this will save time on our ground floor reception and security will be aware if this situation arises.
- Please note the maximum numbers in our auditorium is 120. Entry is based on "first come first served" unless otherwise stated.
- cloud nine (our in-house staff restaurant) is not available for external guests if not booked.

3. **AV equipment**

In our Auditorium / 10ABC

- Screens
- Projector
- Laptop (wifi access restricted)
- Remote clicker
- Microphones
 - 1 fixed lectern goose neck microphone
 - 1 handheld roaming microphone

- 2 microphones on speaker table fixed
- 1 lapel microphone
- *Extra hand held if require but cannot use lapel microphone at the same time*
- 2 x plasma Screens (on wheels)
- Lectern
- Spotify / CD Player / Ipod

**** Please note Mac's can cause problems with projectors****

- always have a USB stick with saved presentation or email it to events@taylorwessing.com 24 hours prior to the event

In Cloud nine

- Laptop (wifi access restricted)
- Microphones
 - 1 handheld roaming microphone
 - 1 lapel microphone
- 2 x plasma Screens (on wheels)
- Lectern
- Spotify

**** Please note Mac's can cause problems with projectors****

- always have a USB stick with saved presentation or email it to events@taylorwessing.com 24 hours prior to the event

4. Other Equipment

- Flip charts and pens
- Phones

5. Additional Services

Camera Crews

We can assist in booking these costs are approximately:

- 1 Camera, 1 Operator = £1000 +VAT
- 2 Camera, 1 Operator = £1600 +VAT
- 2 Camera, 2 Operators = £2000 +VAT
- 3 Camera, 2 Operators = £2250 +VAT

Cameramen/crews should be booked in to arrive 30 minutes earlier than planned start of filming time to allow time to liaise with the facilities team

NB space will be left in theatre styled room for Cameraman at the back of the room.

Photography

We can assist in booking a photographer rates are approximately:

- Half day (up to 4 hours) = £500 + VAT
- Full day (up to 8 hours) = £800 + VAT

6. Useful Information

Height restrictions on loading bay & car park
Car park = 2.1 metres
Loading bay = 4.4 metres

7. House Keeping

- You will find our main cloakroom facility is located on receptions of floors 9 & 10. When using any cloakroom facility at NSS valuables are left at the owners risk.
- If at any time you or a guest is involved in an accident within the building contact the receptionist (via reception on 2204/2203) straight away. There will be a qualified first aider member of staff within the building to deal with any emergency.
- Toilets are located one each floor
- No Smoking including on the terrace

We are committed to protecting the health, safety and welfare of all those who work for us by providing a safe place of work and protecting all staff and visitors from exposure to smoke. Therefore, under the terms of the Health Act 2006, staff and visitors are not permitted to smoke in any Taylor Wessing building at any time.

8. Evacuation Procedure

The fire alarm system at 5 New Street Square consists of a multiple message voice announcement system, able to broadcast a number of different messages. It also has the ability to be manually overridden if necessary. The nature of the message broadcast will depend upon the cause of the emergency and the likely effect it can have. This is known as a cause and effect system.

The building also operates a phased evacuation strategy, which is common in taller buildings.

The phased evacuation system can mean that differing messages can be relayed to different floors of the building in the case of an emergency, depending on the nature and/or severity of the emergency. It is important in the case of a system activation that you listen carefully to the instructions broadcast in your area and act as necessary.

For example, should an emergency occur on one floor, then that floor, the floors below, and immediately above it, may well receive instructions to evacuate. Other floors not in any immediate danger within the building, may well receive a warning message alerting them to the emergency, however asking them to remain whilst awaiting further instructions.

Should you receive a message instructing you to evacuate the building then please leave by the fire exit located nearest to you.

Should you receive a message alerting you that an emergency exists and to await further instructions, then please be prepared for a possible imminent evacuation.

Should the emergency escalate then you must be prepared to evacuate.

It is important that you comply with any instruction broadcast, any instruction given by Fire Marshals, and follow the firm's evacuation procedures at all times.

The message broadcast will totally depend up on the nature of the emergency.

If you do receive the instruction to evacuate, then please leave the building immediately, following the firm's evacuation procedures as indicated below.

Ground Floor

Exit via the ground floor reception area into New Street Square, and via the door and corridor in the vicinity of the vending area. This route exits next to the loading bay entrance into West Harding Street.

All Other Floors

There are three emergency exits on each floor. You can exit the building by using any of the following routes.

The staircase accessed via the corridor leading to the Gentlemen's toilets next to the main building lifts located at the east side of the building. This staircase exits into New Street Square next to the main building entrance.

The staircase accessed via the corridor leading to the Ladies toilets next to the main building lifts located at the east side of the building. This staircase exits next to the loading bay entrance into West Harding Street.

The staircase located at the western end of the building opposite the internal meeting room on each floor. This staircase exits onto Fetter Lane.

Once Outside of the Building

Once you have evacuated the building, please proceed to our assembly point, which is located at No. 1 Gough Square.

Once at the evacuation point, you will see a sign indicating your floor, please congregate in the vicinity of this sign until further instruction is given.

Please obey the Fire Marshals at all times.