



Lord Speaker

GUIDANCE FOR USE OF THE RIVER ROOM

The River Room is a unique state room in the House of Lords with spectacular views of the Thames, and which the Lord Speaker makes available to members of the House of Lords and a limited range of external organisations for receptions, seminars and other similar events.

This document contains guidance on eligibility for use of the room and terms and conditions which must be observed by anyone using the room. Should you have any further questions, please contact: -

HOUSE OF LORDS SALES AND EVENTS TEAM

0207 219 3356

holsalesandevents@parliament.uk

1. Eligibility

- 1.1 Use of the River Room is provided at the Lord Speaker's discretion. It is primarily reserved for functions sponsored by members of the House of Lords either on behalf of UK-registered charities or for cross-party parliamentary events; other events may be considered at the discretion of the Lord Speaker.
 - 1.1.1 A function to launch a charitable appeal on behalf of a UK-registered charity is allowed but:
 - No collection of funds is permissible
 - Charging for tickets is also not allowed
 - 1.1.2 Charities using the River Room are limited to a maximum of two events per year.
- 1.2 The room is not available for meetings of All-Party Parliamentary Groups or events that could be seen to compromise the Lord Speaker's political impartiality.
- 1.3 To arrange a booking, the sponsoring peer must write to the Lord Speaker at riverroom@parliament.uk, at least four weeks in advance of the event.
- 1.4 Details of all events are published quarterly on the Parliamentary website.

2. Use of the Room

- 2.1. The River Room is only available on Mondays, Tuesdays and Thursdays between 12-2pm and 6-8pm. It is not available when Parliament is prorogued, dissolved or in recess. Please note that the room must be vacated promptly by 2pm for a lunchtime event and by 8pm for an evening event.
- 2.2. The **sponsoring peer must be present throughout the event**, except when required to vote in the House, after which they should return immediately to the River Room.
- 2.3. Please note that events may have to be cancelled at short notice in the light of security alerts or because the House of Lords requires the River Room for the conduct of its business, or in the event of non-compliance with these terms and conditions. The House of Lords accepts no liability for short notice cancellations.
- 2.4. If you need to reschedule or cancel your event, please alert your sponsoring Member, the Lord Speaker's Office at riverroom@parliament.uk and holsalesandevents@parliament.uk or goodwillc@parliament.uk depending on whom you have liaised with regarding the arrangements for your event, as soon as possible. This is to allow for the necessary arrangements to be put in place to release the date.

- 2.5. The maximum capacity of the River Room is 60 people for standing events, 40 people for lectures and presentations and 30 people for a sit-down lunch or dinner. It is the responsibility of the organiser to ensure numbers do not exceed these limits. Failure to comply with capacity restrictions may result in the organiser being asked to turn guests away upon arrival.
- 2.6. Remind all guests to bring their Lord Speaker's Office approved invite, and photo ID with them on the day. They must have these documents ready for security inspection on arrival.
- 2.7. A TV and microphone are provided. Equipment such as a lectern can also be arranged with prior notification of at least 2 weeks. You are asked to bring your own laptop to display presentations and other electronic materials. Please note to connect to the TV we have the following cables: HDMI VGA & DP. (An Apple Mac may not be easy to connect).
 - 2.7.1. Please contact the Sales and Events Team to arrange (see Appendix 1).
- 2.8. No open flames (e.g. candles) are permitted.
- 2.9. The Palace is a non-smoking building.

3. The Lord Speaker's attendance

- 3.1. Requests for the Lord Speaker to attend should be submitted to the Lord Speaker's Office at least two weeks in advance. This is not obligatory, and the Lord Speaker's office cannot guarantee his availability.
- 3.2. If the Lord Speaker's attendance is confirmed, we must ensure the Lord Speaker is properly briefed. Please send a short briefing about your organisation together with your list of guests to the Lord Speaker's Office at least 48 hours in advance.

4. Access

- 4.1. Access to the River Room is via Black Rod's Garden Entrance, House of Lords. This is the last entrance to the Palace of Westminster, travelling away from Big Ben towards Lambeth Bridge, at the Victoria Tower end of the building (marked as point 10 on the map in Appendix 3). Security staff will be able to direct guests from the entrance.
- 4.2. All guests should bring their invitations (see appendix 2) and photo ID as these will form part of the security procedures. Visitors to Parliament are admitted on condition that they will allow themselves and their belongings to be searched in airport style security (you should inform your guests of this in advance).
- 4.3. We aim to make the Palace of Westminster as accessible as possible. For those with limited mobility, wheelchairs can be provided through notifying the Sales and Events team. Please ensure the mobility impaired person has a companion to help escort them on the step-free route.
- 4.4. Those attending under the age of 16 should be accompanied by one responsible adult. The Banqueting Manager should be notified in advance if there are guests under the age of 16 due to attend.
- 4.5. A Q-Park car park is available opposite the Palace. Parking is not available in the precincts of the Palace.
- 4.6. Coat racks are provided in the entrance foyer on the ground floor and should be used for events with over 50 attendees.

5. Photography, social media and music

- 5.1. Photography or video recording by a single designated photographer for promotional purposes is authorised. The material can be used on the website and

social media platforms_of charities. More complicated filming requests involving the media or multiple photographers should be discussed with the Lord Speaker's Office as permission must be sought.

5.2. Photography using mobile phones is not allowed.

5.3. Live music or other activities likely to cause a noise disturbance are not permitted. If you wish to make a specific request, please provide detailed information of your potential activity to the Lord Speaker's office for approval.

6. **Heritage**

6.1. Please be mindful that the River Room is part of a historic palace which contains heritage furniture and furnishings. Please be respectful and help to preserve the room for the future.

7. **Catering**

7.1. Organisers are only allowed to order food and drinks for their events via the House of Lords Catering and Retail Services team. Own catering is not permitted.

8. **Florists**

8.1. If you would like to order flowers for your event, please contact the florist listed in Appendix I.

9. **Staff support**

9.1. The Banqueting Manager conducts onsite recces of the room in advance of events. We strongly recommend that you arrange a recce if you have not used the room before. For security purposes, only two people can be accommodated on such recces.

9.2. The names of staff representatives from the sponsored organisation must be brought to the attention of the Banqueting Manager in advance, so they can gain access to the estate to set-up. This is for security purposes; exceptions will not be permitted. Please note, these representatives **will** be included in the final guest count.

Appendix I: Contact Information

For availability and booking:

Lord Speaker's Office

Tel 020 7219 6444

riverroom@parliament.uk

For facilities information and organisation of your event, once confirmed:

Please contact House of Lords Banqueting Department: -

HOUSE OF LORDS SALES AND EVENTS TEAM

0207 219 3356

holsalesandevents@parliament.uk

Flowers can be ordered through:

Windowflowers Ltd

Grove Road,

Burnham,

Slough,

SL1 8DT

Mob: + 44 (0) 7718 785766

Tel: + 44 (0) 1628 667227

Events Manager: Vanessa Rooney

Appendix 2: Invitation Template



HOUSE OF LORDS

Catering and Retail Services
House of Lords Sales and Events



[Enter Full Sponsoring Peer Title here]

requests the pleasure of the company of

.....
[enter name of guest/s]
.....

between [12:00 / 18:00] and [14:00 / 20:00] on,

[enter date of event]

in the River Room, House of Lords

in aid of

[enter name of organisation here]

By kind permission of the Lord Speaker

Please attend with both this invitation and photographic ID and allow up to 30 minutes for security checks
RSVP: by [enter date] | Name: [enter contact] | Number: +44 (0) 00 0000 000 | Email: [enter email address]

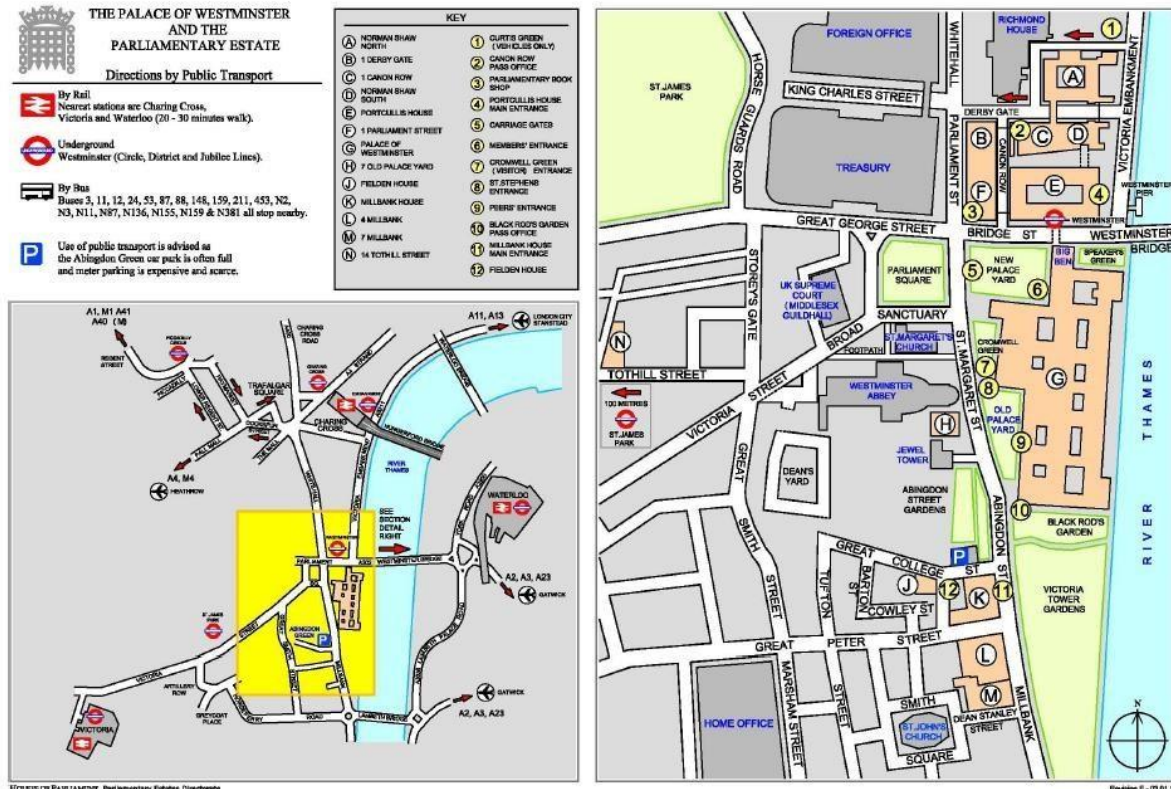
Marketing and Communications

For security purposes, it is helpful for your invitations to be produced as closely as is appropriate to this template.

The name of the sponsoring peer, the House of Lords logo and the sentence 'By kind permission of the Lord Speaker' should always be retained.

If you are concerned that your invitation design deviates too significantly from this template, you are welcome to have a draft checked over by a member of the Lord Speaker's office staff.

Appendix 3: Map



All guests and organisers will be instructed to enter and exit the parliamentary estate using Black Rod's Garden entrance (Number 10 on this map).

Guests who arrive prior to 11:45am (for lunchtime events) and 5:45pm (for evening events) will not be permitted to pass through security, as early admittance is prohibited. Event organisers and representatives may arrive earlier. Please liaise with our team to arrange this, as security will need to be informed.