

COVENT GARDEN CONNECTION VIEWING FACILITY



Our facility has been designed by 'hardened' Qualitative Researchers who know what moderators and clients really want - a professionally run facility in a refreshing, stimulating environment with a very friendly atmosphere.

York Buildings is a pleasant little cul-de-sac just south of The Strand; we are only approx. two minutes walk from Charing Cross main line station or Charing Cross and Embankment tube stations.

We have two state of the art Respondent Studios with Client Viewing via a one-way mirror

- All rooms are air-conditioned
- Flexible furniture for either informal or boardroom style set up
- Professional equipment with DVD, video and audio cassette recording
- Wireless broadband available throughout the facility
- Digital Audio Recording (DAR) On Request
- Web-Streaming available, contact us for more information

Reception area



Studios

Our Respondent Studios have;

- Continuous rails for concept boards on the walls
- DVD, VHS, CD and audio cassette playback facilities
- Flipchart, stationery, projector & screen
- Wireless broadband access
- Web-Streaming available, contact us for more information

Orange Studio

12 respondents maximum

10 viewing maximum



Aubergine Studio

9 respondents maximum

8 viewing maximum



Catering & Refreshments



We offer an appetising selection of catering options from a cold meat platter or hot food delivered direct to your viewing room to cheese & biscuits, fruit baskets, sandwiches or pastries for a lighter bite.

Each room has a fully stocked fridge with a selection of beers, wines, soft drinks, water and juices that is charged on a consumption basis.

We are always happy to arrange your food requirements; all the items we offer are freshly prepared to order and subject to availability and seasonal variations.

Sandwiches - £5 per head

A selection of delicious fillings including:

Meat:

Chicken & Stuffing

Prawn & Mayo

Vegetarian:

Cheese & Salad

Egg & Tomato

Ham Cheese & Salad

Traditional Ploughman's

Cold Platters - £20.00 per platter, offering a choice of **either** a cold meat or a Cheese selection (each platter serves 4 people)

- ❖ Meat Platter – a selection of cooked meats, including Serrano ham, chorizo, gammon and salami served with crispy French bread.
- ❖ Cheeseboard – a variety of English and Continental cheeses served with an assortment of mouth-watering biscuits.

'Some like it hot'

A selection of tasty dishes from Asia to Europe - from sushi, satay and curries to pasta and pizza, all freshly prepared and delivered to your viewing room.

Simply compile a list of what you would like, listing your menu choices, the dish number, name and how many required. Pass the list onto your Hostess and your meals will be delivered in approximately one hour. Costs are similar to a local restaurant - not West End prices!

FRESH FRUIT BASKET - £15 per basket

A basket of fresh seasonal fruits.

Pastries - £3.50 per head

Freshly baked Danish pastries, muffins and croissants

Please ensure we have all your catering requirements by 2.00pm the working day prior to your booking.

All prices shown are exclusive of VAT

Please note the above is subject to availability / seasonal variations



Location



We are located close to Trafalgar Square, The Strand, and are approximately a 10 minute walk south of Covent Garden Piazza.

Tube Travel

Charing Cross and Embankment are the closest underground stations, approx. 150 metres away. **Covent Garden station is not our nearest and is a good 10 minute walk south of the piazza.**

Train Travel

Charing Cross is the closest, approx. 150 metres away. Waterloo Station is also in the vicinity but is a good 15 minute walk away, on the south side of the river.

Parking

Pay by Phone parking bays are located on John Adam Street, Adam Street and other surrounding roads. There is fee paying underground car parking at the Adelphi Car Park, located just off Savoy Place. After 6.30pm free parking is available on single yellow lines. Please be aware of local parking restrictions.

Access

We are on the 2nd floor and entry is either via the stairs or lift. Disabled toilet facilities are on the lower ground floor accessed via the lift.



How to find us



York Buildings is a pleasant little cul-de-sac just south of the Strand. We are approx. a two minute walk from Charing Cross main line station, Charing Cross or Embankment tube stations.

Driving & Walking along the Strand {heading towards Trafalgar Square}

Continue past The Savoy, turn left into Adam Street and then right into John Adam Street, York Buildings is the second road on your left.

Driving along the Strand {heading towards Aldwych}

Turn right into Adam Street {opposite Strand Theatre} and then right into John Adam Street, York Buildings is the second road on your left.

Walking along the Strand {heading towards Aldwych}

Turn right into Villiers Street, beside Charing Cross Station, first left into John Adam Street {when you reach The Bell & Compass Public House}, York Buildings is the second road on the right.

Walking From Embankment Tube

Exit heading towards The Strand (Villiers Street exit), walk up Villiers Street towards Charing Cross, turn right into John Adam Street {when you reach The Bell & Compass Public House}, York Buildings is the second road on the right.

20 York Building is about 25m down on the left hand side, our intercom buzzer is the fourth from the bottom and we are situated on the second floor and can be accessed via a lift or stairs.

PLEASE NOTE Covent Garden and Leicester Square stations are also nearby but are not our nearest tube stations. Both are a good ten-minute walk away.



RATE CARD



SINGLE GROUP RATE	£	CONSECUTIVE/SEQUENTIAL GROUPS	£
1 hour	450	2 x 1 hour	650
1.5 hours	495	2 x 1.5 hours	695
2 hours	550	2 x 2 hours	750
2.5 hours	595	2 x 2.5 hours	795
3 hours	650	2 x 3 hours	850
3.5 hours	700	2 x 3.5 hours	895
4 hours	750	2 x 4 hours	950

Above inclusive of:

- 30 mins debriefing time prior & post groups • Stationery
- Audio & DVD recording • Hosting
- Use of all in-house equipment • Tea/Coffee & biscuits

DEPTH / PAIRED DEPTH INTERVIEWS AND MEETINGS **£**

Rate per hour 100

Above inclusive of:

- Audio & DVD recording • Hosting
- Use of all in-house equipment • Tea/Coffee & biscuits
- Stationery

REFRESHMENTS **£**

House wine	12.00 per bottle
Canned / Bottled beer	3.00 per bottle
Soft drinks	1.50 per can
Bottled water	2.50 per bottle
Meat Platter	20.00 per platter {serves 4}
Cheeseboard	20.00 per platter {serves 4}
Sandwiches	5.00 per head
Pastries	3.50 per head
Fruit Basket	15.00 per basket
Hot Food	Available daily to order

ADDITIONALLY **£**

Photocopying	0.10 per A4 copy
	0.20 per A3 copy
DVD duplication	12.00 per copy

POSTPONEMENT / CANCELLATION CHARGES

<i>Working Days</i>	<i>* Postponement</i>	<i>Cancellation</i>
24 hours	75%	100%
2 - 3 days	50%	75%
4 - 7 days	30%	60%
8 or more days	20%	40%

Terms & Conditions

We cannot accept responsibility for delays caused by, or as a result of adverse weather condition, transport difficulties, industrial action, or any other circumstances beyond our control. We cannot accept liability for loss or damage to client's property or stored materials unless caused by negligence.

We shall under no circumstances be liable for failure or defective working of audio or visual equipment or any consequential loss or cost incurred.

The hirer / occupants of the facility will be responsible for any damage caused to any of our equipment / facility contents and will be liable for any repair / replacement costs incurred.

Recording will be provided on DVD and audio tape media as standard. VHS recording is available but will only be produced if specifically requested prior to commencement of session(s). Digital Audio Recording is available on request, prior to commencement of session(s). DAR recordings will be processed the following working day after event.

Web-streaming is provided by 'Stream Team' and is only available when booked in advance in conjunction with a confirmed studio/facility booking. Where 'streaming' is requested/provided all 'Stream Team' terms and conditions apply - we cannot accept responsibility for failure or defective working of equipment or any consequential loss or cost incurred.

Additional hours will be charged (to the nearest 15 mins) at £100 per hour before 5pm and £180 per hour after. Use of any additional studios/rooms will be charged at the appropriate hourly / group rate.

A service/administration charge of £6.50 per person will be added to all hot food orders placed.

Consecutive groups in excess of two are priced pro rata to the relevant consecutive rate.

Postponement and cancellation charges are payable as a percentage of the Studio Hire fee charged (plus VAT) depending on the number of working days notice given:

Notice	Cancellation	Postponement *
24 hours	100%	75%
2 - 3 working days	75%	50%
4 - 7 working days	60%	30%
8 or more working days	40%	20%

- Postponement charges will only apply if the booking is re-confirmed within 4 weeks of the original booking date.

Terms of Payment are 7 days from date of invoice.

All prices are subject to VAT at the current rate.

These Conditions supersede all previous Conditions.

Updated 05/2009

Our details

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