

Planning an Event at the QEI Centre

Notes for Guidance

(2025)

Foreword from Director of Venue Operations

Welcome to the Centre.

The following 'Notes for Guidance' are QEII Centre specific. They are of importance to all events, whether large or small.

We expect all clients, exhibitors, contractors, and production companies to comply with the [eGuide 'Guidance for Events in UK Venues'](#). This is produced by the Association of Event Venues (AEV) and brings together guidance for achieving common standards of health, safety and operational planning, management, and on-site conduct for events.

With our award-winning teams, we know you will deliver an excellent event or conference. If for any reason you are unhappy with the service you are receiving, you can contact at any time the Head of Event Management, Emile Bolt at +44 20 8078 8185 or myself, to discuss what we can do to improve your experience.

Peter Ochser

Venue Operations Director

✉ peter.ochser@qeiicentre.london



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Introduction

The following guidance notes are designed to help our clients plan their events at the QEII Centre. The guidance is listed in alphabetical order, and not in order of importance.

Further information on any aspect contained in these notes is available from your allocated Event Manager. We have additional information for event organisers on our [website](#) as well.

We would be grateful if our clients could ensure that all contractors, including production companies working on events, are made aware of these guidance notes. Please remember that the notes are for guidance only and should be read in conjunction with the Standard Conditions of Hire.

What clients need to provide - Requirements Information

To guarantee that we will be able to supply your event with the services to meet your needs, you will be required to supply the following information at least 30 working days before your event. Working with your Event Manager, a detailed Requirements Letter will be developed covering:

- Event programme
- Room layouts and furniture requirements
- Risk Assessments for your activities (e.g. exhibition/outside production company build)
- Telecom and IT requirements
- Audio Visual equipment and services required
- Signage requirements
- Any additional staffing requirements e.g. porters, cleaners, hostesses
- Menu choices
- Details of VIPs attending
- Exhibition plans (if appropriate)
- Proof of Public Liability Insurance

Please note: Dependent on the size and complexity of your event, the above is only a guideline of the information that is required. Additional information may be needed. Your Event Manager will advise you of what else may be required. Unfortunately, failure to provide some of this information may jeopardize the supply of services and/or may incur additional costs.

Notes for Guidance in Alphabetical Order

Accessible Facilities

If a delegate is a Blue Badge holder, arrangements can be made through your Event Manager for forecourt parking for their vehicle. There is an in-built ramp to the east of the main entrance for wheelchair access. All client areas can be accessed without the need to use the stairs.

The Centre needs to be able to evacuate all persons in all circumstances. Event organisers are therefore required to advise the Centre of any known delegates who may require assistance in that regard. This can be achieved by the completion and submission of a personal evacuation plan prior to the event (See Appendix).

There are toilets for people in wheelchairs on the ground, 1st, 2nd, 3rd, 4th, 5th and 6th floors.

Audio-Visual Services

[QEII Live](#) is our award winning on-site team whose services encompass expertise in every technical aspect of event management including audio visual, sound, staging, video, data projection, PowerPoint slide creation, video-conferencing, simultaneous interpretation, branding and satellite conferencing. The needs of all clients are important to us, so if you are unsure whether we offer a particular service - please ask.

QEII Live have a wide experience of all types and sizes of events, so take advantage of their knowledge and expertise. You will appreciate, with the level and range of services offered, we believe our in-house technicians are best suited to deliver your audio-visual requirements. They are all highly skilled and dedicated individuals.

Please note that QEII Live do not allow access to any in-house technical areas, e.g. control booths, by outside production companies who are working independently, as it invites risk to QEII Centre installed AV systems. Supervisory involvement in technical areas should be discussed at the first opportunity. Radio microphone frequencies must be checked through your Event AV Project Manager if you intend to use your own equipment.

You can contact [QEII Live](#) for further information or a quotation on telephone: 020 7798 4118 or Deborah.jones@qeiicentre.london.

Further guidance on AV Rate Cards, PowerPoint guidelines, production guidelines, digital signage can be found on our [website](#).

Car Parking – QEII Centre

A limited number of car spaces may be available for event organisers on application. Please note that the underground car park has a height restriction of 2.1m.

Chauffeur driven vehicles are usually permitted to wait on the forecourt whilst the chauffeur is in attendance.

The vehicle registration details, driver's names, and estimated times of arrival and departure for underground car parking, chauffeur driven vehicles, coaches, deliveries and collections must be received before 15:00 hours one working day before the hire period. Access may be delayed or be refused if this information is not provided.

Car Parking - Public

Please check our [website](#) for information for event organizers and delegates.

Centre Property

All reasonable steps must be taken to ensure that Centre property is not removed from the building.

Cleaning

All hired areas will be cleaned between 06:00 and 08:00 daily by the Centre unless requested otherwise. Exhibition stands, however, are the responsibility of the exhibition/conference organiser. The Centre's cleaning contractor will usually be able to do this as a separate arrangement at a cost to the hirer. To hire online please go to our [website](#).

Cloakroom

Our complimentary Cloakroom is located in the West Foyer on the Ground Floor and is open for your delegates use from registration until departure. Please note that conference bags issued to delegates during the event cannot be deposited at the Cloakroom.

Communications

All requests for telephone, data and communication services must be addressed to the ICT Department. The client/stand holders will be responsible for the safe return of all equipment supplied by the Centre. As a result of investment in new technology, the Centre offers a cost- effective and efficient communications service. To hire online please go to our [website](#).

Complaints Procedure

From the initial planning process, right through to your event day(s) our team will do their utmost to deal with any problems or queries you raise. After an event, complaints can be registered on a Client feedback form.

At the Centre we aim to provide all our customers the highest standards of service and we place particular importance on providing the sort of efficiency that will make your visit as pleasant and problem-free as possible.

We recognise, however, that mistakes and misunderstandings can sometimes occur and when they do it is our aim to resolve them, to your satisfaction, as quickly as we can.

Conference/Exhibition "Set-Up" and "Break Downs"

The Centre must be informed of the proposed start and end time of all conference/exhibition set up and break downs. Goods and equipment will normally enter and leave the building via either the Storeys Gate entrance via our Goods lifts in the loading bay or via our external Mews lift, depending on the size and location of your event within the building. Your Event Manager will arrange load in and load out times for both the goods lift and mews lifts. Passenger lifts may be used at the Centre's discretion by prior arrangement, although this is not normally possible whilst delegates remain in the building.

Damage Control Check

A damage control check will be carried out by the Centre prior to and after each event during normal working hours or at the earliest opportunity. Any client who wishes to attend should contact their Event Manager. Please note if there is any damage to contracted areas caused by your event you will be charged accordingly to repair the damage.

Data Protection

The QEII Centre needs to collect and use certain types of information about people with whom it deals with in order to carry on its business and meet its customers' requirements effectively. These include current, past and prospective customers, suppliers and others with whom the QEII Centre conducts business.

The lawful and correct treatment of personal information by the QEII Centre is important to the achievement of our objectives; to the success of our operations and to maintaining confidence between those with whom we deal and ourselves.

The QEII Centre fully endorses and adheres to the eight principles of data protection, as set out in the Data Protection Act 1998 and the GDPR (EU) 2016/679.

Deliveries/Collection

Where possible all deliveries should be made at the Loading Bay on Storey's Gate road. The Loading Bay can accommodate vehicles up to 3.5metres wide and there are no height restrictions. Your event manager will advise if you are using our forecourt for deliveries via mews lift.

The arrival times of all deliveries should be pre-arranged with your Event Manager. Please note that the Centre cannot accept responsibility for goods loaded in or out of the loading bay. The hirer or their clients should always arrange for the safe receipt/dispatch of all goods. Similarly, the Centre cannot accept responsibility/liability for goods kept in storage

We recommend that all deliveries to the centre should have a completed delivery note attached to all items (see Appendix) and all items that are being left for collection, post event, to attach a completed collection note (See Appendix). All items being delivered to the centre prior to an event will be stored in the goods in room, located in the loading bay on the ground floor of the building. All items being collected post event will need to be placed in the goods out room located in the loading bay on the ground floor of the building.

Clients are responsible for ensuring that a proper arrival and departure schedule is drawn up for exhibitors using the Storey's Gate and Mews lifts. You can find information on lift dimensions on our [website](#). The Centre is unable to accept responsibility for any delay/loss to any items delivered to the centre.

The Centre does not have a facility to manage the payment of VAT, Custom Duty, Excise Duty or any other associated costs with receiving or shipping deliveries on behalf of the hirer or their clients. This must be managed in advance by the hirer or their clients directly with the courier or freight forwarding company. The Centre accepts no responsibility for deliveries withheld by Customs & Excise or the courier or freight forwarding company due to non-payment of above- mentioned costs. Please refer to <https://www.gov.uk/goods-sent-from-abroad>.

Digital Signage

Guidance can be found on our [website](#).

Please speak with your Event Manager or AV Project Manager for further details.

Doors

Fire Doors throughout the centre must not be wedged open or obstructed in any way to conform with Fire Regulations.

Evening Events

For evening events the hire period is from your contracted time until midnight, however, if additional time is required past midnight this is chargeable and must be booked in advance with your account manager. There will be additional room rental and an extension to our entertainment/alcohol license if the event needs to be extended past midnight. The Centre will make every effort to obtain an entertainment license for additional hours beyond midnight, from Westminster Council, however the Centre makes no guarantee that this will be granted.

External Lawn and Forecourt

Clients at the centre have the opportunity to hire part of the forecourt and/or the lawn. These are bookable spaces and are on a first come first served basis and can be booked by your account manager. The forecourt and lawn are suspended areas and strict weight loadings apply. The paved forecourt safe weight load limit is up to 2000kg per metre squared or 20 KN per metre squared.

The QEII Centre is also situated within the Westminster Abbey & Parliament Square Conservation Area and the use of these areas are subject to specific planning conditions. The QEII lawn has also been designated by Westminster City Council as an important “Local View” that needs to be protected.

Exclusive use of these areas in their ‘found state’ for licensable activities (such as a drinks reception or performance) would generally be subject to the sole approval of a Temporary Event Notice submitted to Westminster City Council Licensing. These applications can be made up to 5 working days in advance of an event and a £21 fee currently applies.

Parking of vehicles would generally not require planning permission as this would not constitute a change of use.

Any signage, installation, build or theming of the lawn and/or forecourt would require further permission from Westminster City Council planning department. Any customisation of the areas would need to “preserve or enhance the character and appearance of the Westminster Abbey and the Parliament Square Conservation Area” to be deemed acceptable. Applications must be submitted a minimum 8 weeks in advance of an event, but it is recommended to allow at least 12 weeks to ensure you can accommodate the Council’s feedback into your design. Currently a £600 fee applies for this application.

A pre-advice planning application service is also available from the Council and is highly recommended for large or elaborate events within these areas.

External Signs

Clients at the centre have the opportunity to hire the external canopy signage board (above the

main entrance) and/or the six flag poles at the front of the building. These are bookable spaces and are on a first come first served basis and can be booked by your account manager.

The QEII Centre is situated within the Westminster Abbey & Parliament Square Conservation Area and external installations are subject to unique planning conditions.

A printed sign on the canopy and/or flags that are directly related to an event in the Centre would, in all but very exceptional occasions, be deemed as acceptable use and would not require planning consent.

Anything that is projected, illuminated or is to be intended to be placed outside of the designated areas would require the QEII's and Westminster Council's Planning Department approval. Please ask your Sales Account Manager for further advice.

Applications to Westminster Planning must be submitted a minimum of 8 weeks in advance of an event but it is recommended to allow at least 12 weeks to ensure you can accommodate the Council's feedback into your design. Currently a £600 fee applies for this application.

Main Canopy signage dimensions: 11,675mm x 1,400mm.

Fire

Exhibitors are advised that the Centre has stringent regulations governing materials used on site during an exhibition. Please contact your Event Manager for more information.

The Centre has a 'one out all out' evacuation plan in place. In the event of fire alarm activation, fire wardens will investigate the incident ahead of deciding to evacuate.

The Centre's Fire Alarm notification is in the form a spoken voice announcement (female) repeating the following:

"Attention please, attention please a fire has been reported within the building. Please leave the building immediately by the nearest exit. Please do not use the lifts but leave the building by the nearest stairway."

If the alarm sounds, please disperse to nearby locations, agreed by the event organiser, and await further instructions via QEII social media or the event organiser on when to return.

Familiarise yourself with the **FIRE EXITS** and **FIRE ESCAPE ROUTES** from the floors you will be using and brief any staff/stewards to do so also.

Details on our emergency procedures can be found on our [website](#).

First aid

There is a First Aid room on the ground floor. This is not permanently staffed unless the organiser arranges it. It is advisable to contact either the Red Cross (020 8944 8909) or the St John Ambulance Services (020 7258 3456).

Flags

Please note that the Union Jack is always flown on the first flagpole.

If flags have been booked, please deliver them to the Centre no later than two working days before the hire period. Additional information including a preferred supplier can be obtained via your Event Manager.

Floristry, Entertainment and Theming

The QEII Centre works with a number of accredited suppliers for Floristry, Entertainment and Theming ([website](#)). You are welcome to make contact with these suppliers directly, or your QEII Centre Event Manager will be happy to obtain quotations on your behalf.

Food and Beverage

[QEII Taste](#) offers a varied, imaginative and comprehensive service to suit all requirements.

Clients are reminded that the final numbers of expected guests should be notified to your dedicated QEII Taste event manager no later than 10.00, five working days prior to the event. If numbers do increase after this time, every effort will be made to cater for the increased numbers, but it cannot be guaranteed that the specified menu will be provided, and this may incur additional charges. A full set of QEII Taste's terms and conditions are available on request.

It is a contractual obligation that clients do not provide their own food and drink at the Centre and this includes exhibitors bringing in samples.

Furniture Arrangements and Exhibition Layouts

Clients are reminded of the contractual obligation to submit their detailed furniture arrangements and layouts to the Centre at least 30 days before the start of their hire period. All proposed exhibition layouts and "stage sets" must be submitted on a scale plan at least 30 days before the start of the hire period for the Centre's approval.

Hotels

Details of hotels in the local area can be found on our [website](#).

ICT/Office Equipment

Further information can be obtained by contacting 0207 798 4943/ ictenquiries@qeiicentre.london .

Exhibitors can order equipment online by using the following link: [website](#)

Please note that the Centre cannot be held responsible for any items of your own equipment/ software you may choose to use during your event.

Keys

A number of rooms at the Centre are lockable. If you require keys to any of your rooms, so that you can lock them. Please advise your Event Manager three working days in advance. If you require more than one key per room, please advise your Event Manager five working days in advance. Additional keys cost £5.00 per key.

Please note that you will be required to sign to confirm receipt of any keys issued. There is a £50.00 charge for any key not returned within 24 hours of the end of the Hire Period.

Lifts

Lift dimensions are provided on our [website](#).

Please discuss your requirements with your Event Manager. Lift doors must not be wedged open.

Floor Loading

Raised access floors are used in some rooms and these must not be overloaded. Heavy loads should be separated by distance or floor spread plates used to avoid damaging floor boxes.

Noise external to building

Please remember that people do reside in the vicinity of the Centre. Clients must ensure that areas. If you intend to brand any of our painted walls your event manager will ask you to complete and sign our vinyl disclaimer form (See Appendix).

Under no circumstances must cables, wires, etc be attached or affixed directly to the walls or ceilings in the main conference rooms. Wall channels and ceiling bars have been provided for this purpose.

Office Machinery

Any faults, defects or damage to machinery hired from the Centre must be reported as soon as

possible to your Event Manager.

Porters are employed by the Centre to move QEII furniture and set up rooms as required. If you need assistance with portage, please book additional porters through your Event Manager.

Portage

If you expect a large quantity of deliveries and would like the Centre to move them for you, we would be pleased to provide you with a quote for this service. Please advise your Event Manager seven working days in advance to guarantee availability of this service.

A limited portage service is available on a first come first served basis between 08:00-18:00 hours, Monday-Friday. This service is solely to deliver a small number of items, for example, four to five A4 boxes.

Public Liability Insurance

It is a contractual requirement to provide a copy of your in date Public Liability Insurance, with a minimum limit of indemnity of £10,000,000, before the start of your hire period. Please ensure that this is forwarded to your Event Manager.

Radio frequencies and names

If you intend to use your own equipment, radio microphone frequencies must be checked through your QEII Live project manager.

Reception (Ground Floor)

Any delegate wishing to receive faxes during an event should be given Reception's fax number 020 7798 4123. Urgent facsimiles may be received on 0207 798 4123. Please note that there is a charge for this facility and that you will be required to collect from Reception. During busy periods it may not always be possible to notify the recipient of receipt.

Registration

All delegates must register and receive a badge in the Sanctuary Foyer on the Ground Floor prior to entering their event space.

Should your event have more than 30 delegates, your Event Manager will allocate a number of registration unit(s), depending on the location and size of your event, in the Sanctuary Foyer for this purpose. In the unlikely event that the Centre needs to change the number or location of your registration unit(s), you will be informed as soon as possible. Please note that nothing must be

fixed/placed onto the bases of the registration units.

For those events that are below 30 delegates, your Event Manager will send you a delegate list form to complete (See Appendix). This document will need to include the names of all the clients and delegates attending the event and they will sign in and receive their badge upon arrival at the reception area, in the Sanctuary foyer. Please ensure all badges are returned to Reception upon departure.

Risk Assessment/CDM

Clients must confirm that they have adequate risk assessments and method statements for all exhibition builds and production company set ups. Hazardous substances and items of special risk will require further approval from the Centre.

As per the Standard Conditions of Hire, Production Companies must provide copies of Method Statements and Risk Assessments for all event related activities 30 days before the start of the Hire Period for approval.

Failure to provide this information may result in the event not being allowed to proceed.

Room Rental Period

Daily room hire is usually from 08:00-17:30 hours; if you need to set up or breakdown stage sets and exhibition stands additional time should be reserved when booking your event. The Sales team at the QEII Centre will be able to advise on how much time will be required and the supplementary charge.

Rubbish

Clients are responsible for the clearance of their own rubbish and other waste materials from the building at the end of their event. In the event that this needs to be undertaken by the Centre, a charge of £250.00 per cubic metre will apply for rubbish and waste materials exceeding two cubic metres.

Security

General security patrol will be provided by the QEII Centre personnel, but they will not be responsible for exhibitors' equipment/material if lost or damaged.

The client is not permitted to provide its own uniformed Guard service without obtaining agreement from the Centre in writing. Clients are advised that the Centre does not accept responsibility for any loss of property. Lockable rooms are available at the Centre, and we advise clients to contact their Event Manager to arrange this facility.

Smoking

Smoking (including the use of electronic e-cigarettes) is not permitted within the Centre or at the entrance to the building. Dedicated smoking areas will be advised by your event manager.

Sustainability

The QEII Centre recognises it has a responsibility to achieve environmental best practice and continuously improve its business activities to protect the natural environment by carefully managing energy and minimising waste whilst maintaining its reputation as an internationally renowned and welcoming venue. Our aims and objectives are fully aligned with the targets for Sustainable Operations on the Government Estate and the Carbon Trust Management Programme.

Telephones

Telephones can be installed at £50.00 each per event. Calls can be restricted to internal, local, United Kingdom or international. There are no charges for internal calls. The installation charge for your registration telephone is complimentary.

Two-Way Radios

You will be provided with one complimentary two-way radio during your event to enable you to contact your Event Manager as and when required on a private channel. Additional radios can be hired through your event manager at £20+VAT per radio and ear pieces can be hired at £4.00+VAT per ear piece.

There is a charge of £450.00 (per radio) for any radios not returned within twenty-four hours of the end of the Hire Period

Vehicle Movement

The site speed limit is 5mph.

The QEII Centre Forecourt and lawn area is often used by pedestrians visiting the QEII and great care must be taken when driving in this area. Reversing of forklifts or heavy goods vehicles requires a banksman supplied by the client or delivery driver.

For all major load ins via our forecourt the Centre provides Pedestrian Control Officers and or physical barriers to separate pedestrians from vehicles. Pedestrian Control staff are unable to assist vehicles with reversing or act as banksmen and the Centre accepts no liability for any vehicular accidents and/or damage to property. Any damage to QEII Property will be recharged.

Violation of these procedures will be cause for removal from the Centre.

VIP Guest List

Please forward to your Event Manager a full list of VIP's, including their estimated times of arrival and departure, three working days before the start of your event. We have our own VIP entrance.

Personal Emergency Evacuation Plan

Fire safety legislation requires us to provide evacuation plans for everyone, including, minors, people with mobility impairments and anyone who may not be able to evacuate quickly and safely as noted below.

Our six-floor building has Fire Protected Refuges and Evacuation Chairs. During a fire alarm, lifts will be inactive, and evacuation will require using the fire escape stairs.

If trapped in a lift, press the alarm button for three seconds and follow instructions.

1. Personal Details

- **Name of Individual:**
- **Contact Information:**
- **Event Name/Date:**
- **Emergency Contact: (name and number)**
- **Date of Birth:**

2. Nature of Assistance Required

- **Mobility Needs**
 - ☐ Wheelchair user.
 - ☐ Walking aid required.
 - ☐ Temporary mobility issue.
- **Sensory Needs**
 - ☐ Vision impairment.
 - ☐ Hearing impairment.
- **Comprehending Emergency Signals**
 - ☐ Assistance required to recognise or respond to fire alarms evacuation instructions or other emergency alerts.
- **Managing Emotional Response**
 - ☐ Support needed to cope with anxiety, panic or heightened stress during an emergency.
- **Pregnant Mothers, Children and Babies**
 - ☐ Pregnant individual. (stage of pregnancy)
 - ☐ Attending with infant/baby. (requires baby carrier)
 - ☐ Attending with young child. (additional notes)
 - ☐ Other. (please specify)

3. Evacuation Assistance Requirements

- **Evacuation Routes**

- ☐ Need for evacuation chair or assistance with stairs.
- ☐ Need for a guide to assist during evacuation.

- **Assembly Area**

- ☐ Assistance to move to the assembly area.
- ☐ Support with waiting at the assembly area.

4. Communication Needs

- **Preferred Method of Communication**

- ☐ Visual signals. (e.g., hand gestures, flashing lights)
- ☐ Audible signals. (e.g., speech, loudspeaker)
- ☐ Text message or written instructions.
- ☐ Other. (please specify)

5. Personal Equipment/Items

- **Medical Equipment**

- ☐ Medication or medical devices. (e.g., inhalers, EpiPens, hearing aids)
- ☐ Special storage or handling needs. (e.g., refrigerated items)
- ☐ Equipment assistance required. (e.g., extra staff needed to carry or assist with equipment)

- **Other Items**

- ☐ Important documents or items that need to be kept with the individual.
- ☐ Any other specific needs or notes for handling personal items.

6. Additional Notes/Instructions

- **Please provide any other relevant information or specific instructions to ensure a safe and efficient evacuation for the individual.**

DELIVERY NOTE

PLEASE NOTE THAT THE CENTRE IS UNABLE TO ACCEPT RESPONSIBILITY FOR ANY
DELAY/ LOSS THAT MAY OCCUR

DELIVERY ADDRESS: Queen Elizabeth II Centre
Storey's Gate Loading Bay
Westminster
London SW1P 3EE

QEII EVENT MANAGER:

EVENT TITLE:

EVENT DATE:

EVENT ROOM(S):

STAND NO. / NAME:

NUMBER OF ITEMS: _____ **OF** _____

Please note that unless QEIIIC or External Portage has been booked, it is the responsibility of the client/exhibitor themselves to collect and return their boxes from/to the QEIIIC Loading Bay.

COLLECTION NOTE

PLEASE NOTE THAT THE CENTRE IS UNABLE TO ACCEPT RESPONSIBILITY FOR ANY DELAY/ LOSS
THAT MAY OCCUR

ITEMS NOT COLLECTED FROM THE STOREY'S GATE LOADING BAY WITHIN 48 HOURS OF THE
EVENT WILL BE DISPOSED OF WITHOUT FURTHER NOTIFICATION

QEII EVENT MANAGER:

EVENT TITLE:

EVENT DATE:

CONTACT NAME:

CONTACT NUMBER:

DELIVERY ADDRESS:

NUMBER OF ITEMS: _____ **OF** _____

Please note that unless QEIIIC or External Porterage has been booked, it is the responsibility of the
client/exhibitor themselves to collect and return their boxes from/to the QEIIIC Loading Bay.

Vinyl damage disclaimer

To _____,

By signing this form you are taking responsibility of any damage caused by vinyls affixed to any surface in the QEII building. The cost to repair the damaged area will be dependent of the size of the wall and the time frame we have to repair the area. Re-decorating rates start at £70+VAT per hour.

Any existing damage to the areas should be noted, documented and agreed with your event manager prior to affixing the vinyls to the specified area.

Please sign below to confirm you accept these conditions.

Kind regards,

Event Manager
Date

Company name:
Email address:
Phone number:
Company address:

Signature:

Date:

Delegate List

Event Name:

Event Date:

Event Space:

Onsite Contact Name:

Arrival Time:

Delegate Arrival Time:

Number	Delegate's Full Name	Signature
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2		
3		
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Please note the QEII Centre is not open to the public and we ask all individuals to sign in and display a badge while on our premises. Our Reception can sign in up to 30 delegates as well as provide them with a generic name badge. Please fill in the names of all the clients and delegates attending the event so they can sign in and receive their badge on the day on the event.

Please ensure all badges are returned to Reception upon departure.