



OFFICE OF THE LORD SPEAKER
THE RT HON BARONESS HAYMAN

HOUSE OF LORDS
LONDON SW1A 0PW

Guidance for use of the River Room

Thank you for choosing to hold your event in the River Room, the principal state room of the House of Lords. As Lord Speaker, Baroness Hayman has welcomed a number of charitable and parliamentary events to the River Room and we hope the room and its facilities will prove suitable for your occasion. So that the event meets your requirements we will try to accommodate any specific requests you may have.

We have supplied the following notes which should be used as a guide to planning your function. It is important that events in the River Room follow these terms and conditions.

Diary permitting, the Lord Speaker would be happy to attend and say a few words of welcome should you so wish, although specific arrangements for her attendance should be discussed in advance with the Lord Speaker's private office. I or colleagues will also be available to assist with any other concerns you may have.

James Bowyer

Assistant Private Secretary to the Lord Speaker

Tel: 020 7219 6444
Fax: 020 7219 2075
Email: lordspeaker@parliament.uk

Guidance

1. Eligibility

1.1 Use of the River Room is reserved primarily for functions that are of a parliamentary (cross-party) or charitable nature sponsored by a Member of the House, and is subject to the Lord Speaker's approval. Parties for public relations, advertising or commercial purposes are not permitted.

1.2 A function concerned with the launching of a charitable appeal is permitted provided that no collection of funds is made in the course of the event. Charging for tickets is also not allowed.

1.3 Confirmation of a booking can only be made once a letter (or email) requesting use of the Room has been received from the sponsoring Peer and the Lord Speaker has agreed to the request. This should be at least 4 weeks in advance of the event. Dates cannot be held without receipt of a request by the sponsoring Peer.

1.4 The sponsoring Peer must be present throughout the duration of the event, except when required to vote in the House.

2. Use of the Room

2.1 The River Room is available for evening reception use between 6:00 and 8:00pm on Mondays to Thursdays and also at lunch times, but is unavailable when Parliament is prorogued or in recess. The recess dates for 2010 that have so far been announced are as follows: 11-19 February.

2.2 The safe capacity of the River Room is a maximum of 80 people (standing) or 50 (seated).

2.3 The River Room must be vacated by 8:15pm.

3. Lord Speaker

3.1 If the Lord Speaker is to attend, specific arrangements should be made in advance with her Private Office. A representative should also be available at the reception to greet and assist the Lord Speaker with any requirements she may have.

3.2 To ensure the Lord Speaker is properly briefed, information about your organisation as well as a list of guests will be required. These should be sent to the Lord Speaker's Private Office and the River Room Supervisor as far in advance as possible.

3.3 The title of the office is "Lord Speaker". She should be addressed formally as "Lord Speaker".

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. Security staff will be able to direct guests from the entrance.

4.2 The Palace is able to accommodate disabled guests - advance notice is required.

- 4.3 Parking is not available in the precincts of the Palace of Westminster.
- 4.4 An NCP car park is available opposite the Palace of Westminster.
- 4.5 Coat racks are provided in the entrance foyer on the ground floor.

5. Photography and Music

- 5.1 Photography, video or audio tape recording is authorised subject to the Lord Speaker's approval. Specific details should be discussed with her Private Office in advance. It would also be appreciated if any photographs of the Lord Speaker could be sent to her Private Office.
- 5.2 Music or other activities likely to cause a noise nuisance are not permitted. Background music may be allowed by prior agreement at times when the House is not sitting.

6. Catering

- 6.1 The Lord Speaker's Office is unable to make specific recommendations, however three caterers who have experience of River Room functions are listed in Appendix I.
- 6.2 The River Room Supervisor must be notified of caterers' names, vehicle details and time of arrival the day before the Reception. Staff in the Lord Speaker's Private Office are not responsible for catering arrangements or deliveries.
- 6.3 Caterers are not provided with parking – they will be able to set down, but will have to leave immediately afterwards.
- 6.4 All crockery and cutlery must be provided.
- 6.5 All cooking must be done in the kitchen.
- 6.6 Trestle tables can be provided if required.
- 6.6 Caterers must remove all debris when they leave.

7. Florists

- 7.1 Organisers may use their own florists, or the in-house florist can provide arrangements if required (see contacts; Appendix I).
- 7.2 Pre-visits can be arranged for florists and/or caterers through the River Room Supervisor (see contacts; Appendix I).

8. General

- 8.1 At least three representatives of the charity will be required to assist at the reception.
- 8.2 A microphone and lectern can be provided if required.
- 8.3 No open flames (ie candles) are permitted.
- 8.4 Mobile phones must be switched off at all times.
- 8.5 The Palace of Westminster is a no-smoking building.

Appendix I: Contacts

James Bowyer, Assistant Private Secretary to the Lord Speaker

bowyerj@parliament.uk

tel. 020 7219 6058

Hayley Robson, Diary Secretary to the Lord Speaker

robsonhj@parliament.uk

tel. 020 7219 3324

Terry Eiss, River Room Supervisor

eisst@parliament.uk

tel. 020 7219 1250

Caterers with experience of River Room functions

David Christopher Events

tel. 07976305142

davidchristopherevents@hotmail.com

Futures

www.yourfutureshere.co.uk

futures@futures-vta.net

Get Stuffed Catering

tel/Fax: 01737 358667

Mobile 07956 574561

marcellebotting@getstuffedcatering.fsnet.co.uk

Hedgehog Pie

lisa@hedgehogpie.com

www.hedgehogpie.com

House of Lords florist

Nora Wooll

tel. 020 7219 5326

woolln@parliament.uk

Appendix 2: Suggested Invitation

[Name or Logo of relevant charity/institution]



The *name of sponsoring peer*
requests the pleasure of the company of

.....

between 6.00 and 8.00 pm on
date
in the River Room, House of Lords
by kind permission of the Lord Speaker

Entrance via Black Rod's Garden

RSVP [details]

For security reasons, please bring this invitation with you
Not transferable

NB This invitation is an example only, and your own RSVP and any extra details should be added the line which reads "by kind permission of the Lord Speaker" must always be retained.