

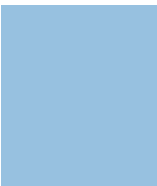
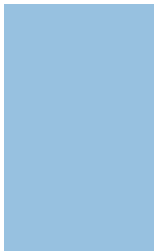
6th Floor
10 Bloomsbury Way
The perfect venue



Food & Drink Federation is the voice of the UK food & drink industry, the largest manufacturing sector in the UK.

Welcome to FDF's
Head Office at
6th Floor
10 Bloomsbury Way

A unique, modern,
bright London
midtown venue





At 10 Bloomsbury Way, whatever your event or meeting, our modern, open-plan and convenient venue will impress and offer you excellent value for money. The Food and Drink Federation's venue is an ideal and unique corporate venue for your next meeting or event.

The neo-classical building with its triangular wedge-shape floor plan is very unusual and impressive. It is situated right in the heart of central London in Bloomsbury - also known as Midtown - our venue is easy to reach from all corners of London and the UK.

The spacious double height entrance reception area has a lifestyle café zone, creating a great atmosphere, and FDF's space on the 6th floor offers a light, bright, flexible space with stunning views from all rooms.

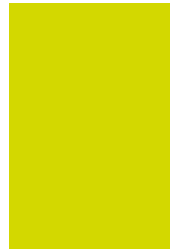
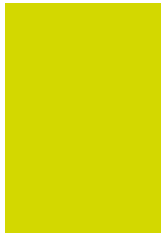
FDF at 10 Bloomsbury Way can accommodate up to 100 event guests and host meetings of up to 50 people.

Our dedicated in-house team is well versed in delivering outstanding events and will work with you to create the best possible experience – and enable you to relax in the knowledge that you are getting a personal service in our modern first-class surroundings.

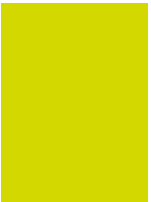
**We would
be very
happy to
show you
around!**

**Simply get in
touch on:
020 7836 2460
email:
reception@fdf.org.uk
or submit an
enquiry online!**

Enjoy our members' hub!



You are part of the FDF family!



Make yourself at home, help yourself to a nice cup of coffee or tea, find a place at one of our 'Town Hall' tables or comfy chairs and enjoy a catch up with your colleagues or FDF.

So whether you are looking for a place to stop between meetings in London or simply want to pop in, then just get in touch with FDF's reception so we can get you on the security list.



A Very Special Members' Offer!

Why not try out our space for your next team away day or meeting?

As a member of FDF you can take advantage of this special membership only offer, and get your first non-transferable meeting for **FREE!** After that we simply charge a discounted cost-recovery rate. You can use them anytime – but be mindful that the rooms are in high demand, so early booking is recommended. The revenue from space-hire to members will directly help fund the daily running costs of our office, so we are not making a profit.

A modern office lounge area featuring a bar with a white countertop and a built-in refrigerator. Several green bar stools are lined up at the bar. A television is mounted on the wall, displaying a news program. The room has large windows, pendant lights, and a grey tufted sofa with a blue cushion. A green banner is overlaid on the top left.

Host your perfect event with us

“ Thank you so much for your fantastic support over the last week and in the run-up to our meeting. Our delegates commented that we have set a new standard for meetings thanks largely to the hospitality and organisation at the FDF.

PepsiCo

“ It worked really well to be able to use an off-site venue and get away from our offices without spending excessive amounts of money.

General Mills

Event hire

FDF at 10 Bloomsbury Way can accommodate seated theatre style events and also stand up drinks receptions for up to 100 guests. Our in-house team will be on hand to ensure your event runs smoothly, leaving you to enjoy the event. Our team will be happy to answer any questions you might have and discuss your needs.

Vistor cost options (max capacity 100 pers)	Theatre 1 (Reception)		Theatre 2 (Reception + Town Hall)	
	Members (cost recovery)	Non-members	Members (cost recovery)	Non-members
day rate (excess of 4 hours)	£1,000	£2,000	£1,600	£3,000
part-day rate (less than 4 hours)	£500	£1,000	£800	£1,500

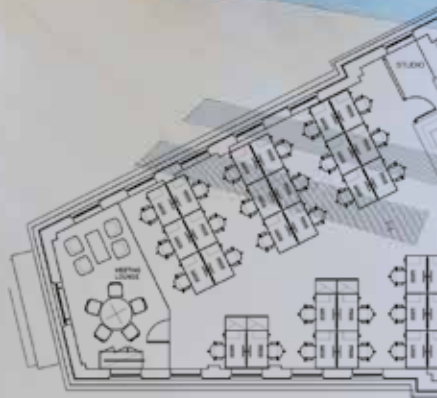


Desk space or Hot-desk

There are plenty of touch down spaces in our Town Hall. As a member you can use this area **FREE** of charge.

We also have Hot-desk spaces available - and if you are looking for a short-term space to work from then please do get in touch to get a quotation. Dedicated desks can be hired for a minimum of one month. Get in touch about all enquiries on **020 7836 2460** or **email: reception@fdf.org.uk**

Our rooms are named after past FDF Presidents



6th Floor. 10 Bloomsbury Way

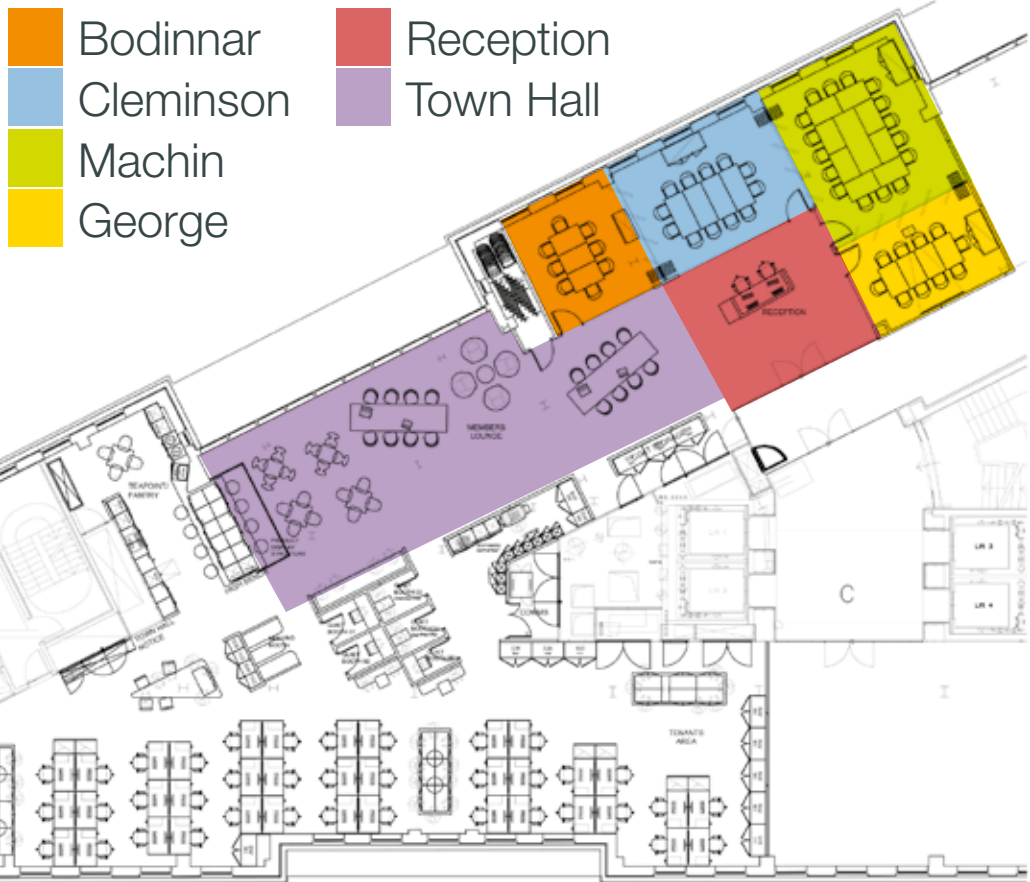
Each room has folding walls, making the space suitable for small or large meetings, as well as conferences or networking events. The space can accommodate up to 50 or 100 people, depending on the configuration and seating options chosen.

All meeting rooms have audio visual equipment, which can be used for video conferencing or projections. We also offer free guest WiFi to all our visitors.

Our helpful staff will ensure you are supplied with complimentary refreshments throughout your visit: tea, coffee, and water, as well as something sweet.

Should you need to hire a laptop from us, this is subject to availability and a nominal fee.

Evening hire is available upon request.





Venue hire: Theatre 2 including Reception
Machin - boardroom style
George boardroom style



Example room combinations

Please note that the layouts are examples only and should only be seen as an indication, when you make your booking our team will be happy to discuss your requirements with you.



All rooms in one set up.
Machin and George as
Theatre Style. Bodinnar
and Cleminson set up
for catering.



Bodinnar & Cleminson
set up as Theatre style





Room details

	Bodinnar	Cleminson	Machin	George
Room size (m2)	18.06m ²	32.75m ²	28.92m ²	18.92m ²
Max capacity - Single room:				
Boardroom style	8-10 pers	16-18 pers	15-18 pers	10-12 pers
Theatre style	10-12 pers	30-32 pers	28-30 pers	12-14 pers
Double room:				
Boardroom style	31-13 persons		27-30 persons	
Theatre style	42 persons		42-48 persons	

Venue hire rates

* Cost recovery

	Bodinnar		Cleminson		Machin		George	
	Non-Members*	Members	Non-Members*	Members	Non-Members*	Members	Non-Members*	Members
Day rate (excess of 4 hours or crossing over lunch time)	£150**	£300**	£300**	£500**	£300**	£500**	£200**	£350**
Part day rate (less than 4 hours)	£80**	£150**	£150**	£250**	£150	£250**	£100**	£200**

Venue hire rates for meetings only includes equipment and some basic complementary refreshments; tea, coffee and water. Any additional catering and refreshments (such as soft drinks) should be ordered in advance and will be charged accordingly. Hire rates do not include out of hours staff cost, this will be charged for separately. **All bookings are subject to availability and a 20% non-refundable deposit.

Our space reflects our brand and is friendly and flexible



Six walk-in rooms: Fizzy, Fruity, Mellow, Spicy, Sweet, and Zesty are available if you need to make a private call.

Facilities

- ✓ **Cloakroom** for visitors to leave their coats and other items. Please beware that this isn't a locked secure area. FDF isn't liable for the security of items in the cloakroom.
- ✓ **40 secure Lockers** - if you need a secure locker for temporary use, please speak to FDF Reception. All locker keys should be returned to FDF Reception after use.
- ✓ **Kitchen** is equipped with everything needed to service a great space
- ✓ **Four comfortable meeting rooms** with natural daylight in various sizes, ideal for productive meetings.
- ✓ **Flexible event space**
- ✓ **Free Guest WiFi** throughout our office
- ✓ Market Place with many **break out spaces**
- ✓ A number of **desks are available for hire** on an ad-hoc basis.
- ✓ **Printing** if you need a single document printed, we can help, please speak to FDF Reception.
- ✓ Our **expert IT team** is on hand to help on the day
- ✓ **Toilets** are in the common space and serviced by the building

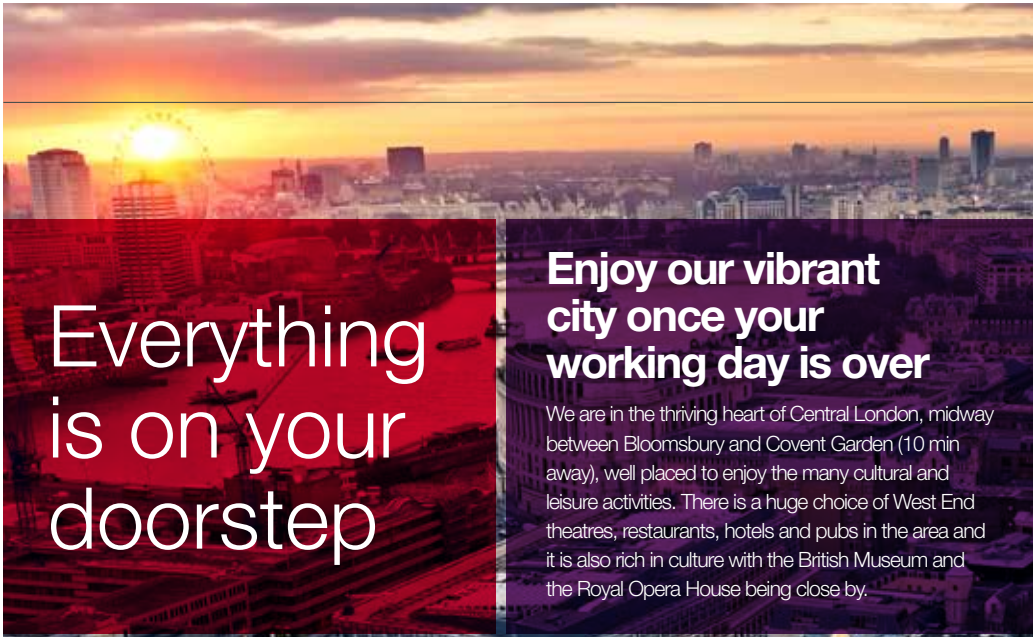


Catering

We can offer a vast range of catering options to meet your needs. Whether you want a simple buffet, a tray of tasty pastries or a special energy-boosting and nutritious menu – we have relationships with many different caterers and will order what you need at the break times you need it. Catering has to be ordered at least 48 hours before the meeting or event takes place. Our staff needs to be made aware of any special dietary requirements at least 48 hours in advance.



The central lift lobby takes you straight up to FDF's office on the 6th floor, where lovely metal doors frame our space. Designed to be visually appealing with carefully chosen brand colours and furnishings, it is a truly calm and modern space.



Everything
is on your
doorstep

Enjoy our vibrant city once your working day is over

We are in the thriving heart of Central London, midway between Bloomsbury and Covent Garden (10 min away), well placed to enjoy the many cultural and leisure activities. There is a huge choice of West End theatres, restaurants, hotels and pubs in the area and it is also rich in culture with the British Museum and the Royal Opera House being close by.

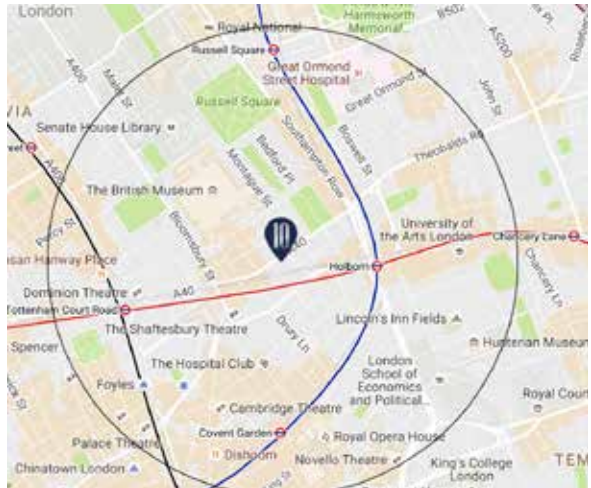


Getting to us is easy!

Here is how to find us

You enter 10 Bloomsbury Way from the entrance joining the section between Museum Street and New Oxford Street.

There are excellent transport links and we are only within a mile of a number of mainline rail and tube stations including, King's Cross/St Pancras International, Euston, Charing Cross, Waterloo and Blackfriars. We are within walking distance of Holborn (Central Line and Piccadilly line) and Tottenham Court Road (Central and Northern lines) Underground stations, as well as Covent Garden, providing easy access to the City and West End.



Payment & booking terms

All room bookings are non-transferable and subject to availability and final confirmation from FDF. FDF members who book their FREE meeting, will not be able to transfer this to another organisation or company but can be changed to another date if one is available.

Due to security and access procedures at 10 Bloomsbury Way, all attendees for a meeting or event need to be emailed to FDF Reception **no later than one week** of the event taking place. FDF can't guarantee access to the premises and can't be held liable for any judgement made by our building management security or other external factors not within our control.

The Client agrees to be bound by the FDF's Venues Terms and Conditions – see full terms on our website: www.fdf.org.uk

Cancellation

Room and venue hire is confirmed upon receipt of payment. Cancellations should happen no later than 3 weeks or 15 working days prior to the meeting or event taking place. Please read our full terms and conditions online at www.fdf.org.uk.

Any pre-ordered catering that hasn't been cancelled no later than 48 hours before the booking takes place, will be invoiced for the full amount. Please be mindful that if your booking falls after a bank holiday Monday that the cancellation needs to happen no later than the Thursday before the bank holiday weekend.



About 10 Bloomsbury Way

Reception

10 Bloomsbury is open 24 hours a day throughout the year and the FDF Reception is open from 9.30-5.30pm Monday to Friday. Special arrangements will be agreed for events or meetings taking place outside normal working hours.

All visitors need to be booked via FDF's Reception to organise visitor passes. All visitor passes must be returned at building reception designated boxes upon exit.

Security

The building has a fully trained and Licensed security team who will be monitoring access to the building 24 hours a day, throughout the year.

All routes in and out of the building are covered by CCTV security, including internal areas. Security will also carry out bag searches at random intervals.

Fire Safety

The fire assembly point is on Bury Place. Fire Exits are clearly signposted on every floor. In the event of an alarm activation, trained fire wardens will oversee evacuation procedures via protected stairway routes to the final exit points.

No Smoking

The building operates a strictly no smoking policy including e-cigarettes.

6th Floor.
10 Bloomsbury Way
London, WC1A 2SL

Tel: 020 7836 2460
Email: reception@fdf.org.uk
Web: www.fdf.org.uk
Twitter: @Foodanddrinkfed

fdf food & drink
federation
passionate about food & drink