



Cavendish Square

20

London W1's
Conference Centre
& Events Venue

Quality without Compromise

20 Cavendish Square boasts a variety of well-equipped rooms to accommodate everything from workshops and seminars, to large-scale conferences, events and drinks receptions.

Central location

Our location on the corner of Henrietta Place and Cavendish Square, just off Oxford Street is within easy walk of Oxford Circus and Bond Street underground stations. The nearest car park is less than 2 minutes walk from the venue.

Capacities up to 200

Choose from 14 different spaces which range in capacities from 8 to 200. Many are available in flexible configurations from boardroom to theatre style, to best suit your event. All our spaces benefit from natural lighting and are video conferencing-ready, making them ideal for hybrid meetings and events.

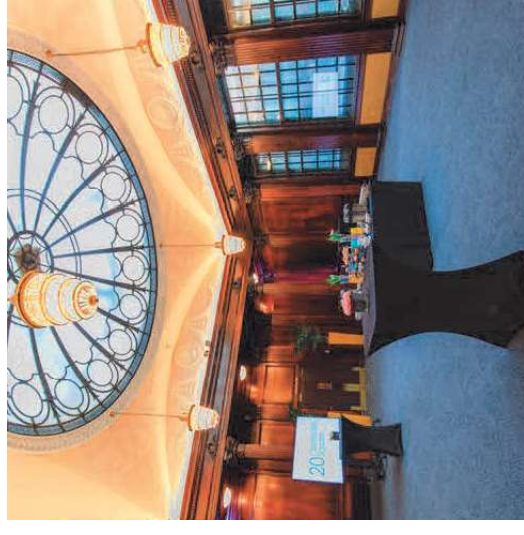
Dedicated support staff

From an initial enquiry through to the end of your event you can be confident that our experienced team will work with you to ensure it runs seamlessly, exceeding the expectations of both you and your guests. This includes our dedicated tech support who will be on-hand to help you setup on the day.

Venue accessibility

We always strive to ensure everyone has the most enjoyable experience while attending an event at the venue and have prioritised accessibility in our venue design.

- ✓ Step free room access
- ✓ Accessible toilets on each floor
- ✓ Ramps for stage access
- ✓ Induction loop on request
- ✓ Wheelchair-friendly lifts
- ✓ Assistance dogs welcome



Audio Visual Technology

Our venue boasts the state-of-the-art audio visual facilities, backed by an experienced team of on-site technicians.

Our rooms are equipped to support AV needs of a variety of event types from in-person workshops to hybrid meetings and virtual conferences. Our standard AV package is likely to cover most of your event needs and includes our Yealink system for connecting to Microsoft Teams or Zoom for hybrid meetings.

- ✓ Free host & delegate Wi-Fi
- ✓ 4K Ultra HD screens
- ✓ Yealink remote conferencing

Cowdray Hall features additional technology to support larger events, including fully controllable lighting, repeater screens and video, audio & data connectivity with overflow rooms.

Hybrid event ready

Our AV team are experts in hybrid and virtual events with extensive knowledge and experience in live streaming and webcasting. From remote controlled PTZ cameras to broadcast quality cameras and vmix live streaming software we can offer a high-quality video and audio feed to your choice of virtual event platform. Whether it's Microsoft Teams, Zoom, Remo or Hopin, our AV team will make sure your hybrid event is a great success.

Questions or custom requirements?

If your event has some specific technical requirements such as sound reinforcement, lighting or multi-room connectivity please get in touch and we'll be happy to talk through the options available and which of our rooms will best suit your needs.



Hospitality & Catering

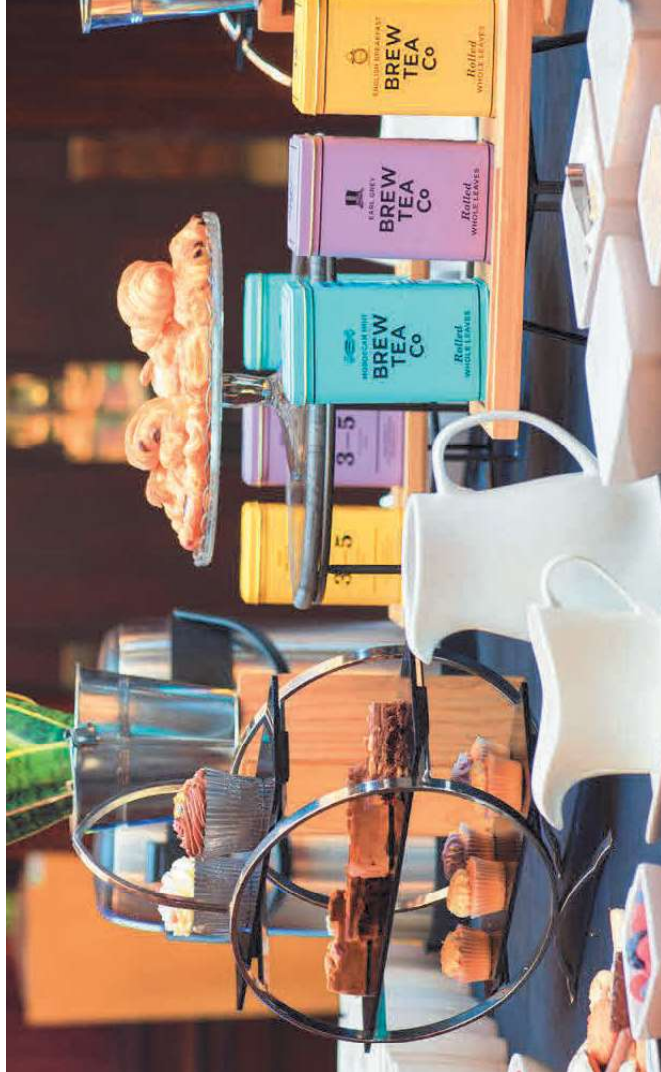
Our hospitality offering supports the full range of events held at 20 Cavendish Square from meetings and drinks receptions to conferences and catered evening events.

All of our food is prepared using fresh ingredients of the highest quality, most of which are sourced locally to minimise food miles. Our chefs have years of experience catering for different dietary requirements and can provide a variety of options that will suit vegetarian, vegan, gluten free and dairy-free diets. They will be delighted to assist with any special requests including allergens, to cater for your delegates' needs.

- ✓ Tea & Coffee Breaks
- ✓ Cakes & Snacks
- ✓ Hot & Cold Sandwiches
- ✓ Light Lunches
- ✓ Buffets & Canapes
- ✓ Formal Dining

Hospitality booking

With over 20 years of experience in events catering, our hospitality partner has the skills and dedication to guarantee a truly unique experience. Please contact us and we will guide you through the process. Sample menus and prices are available on request.



Steeped in History

The town house at no. 20 Cavendish Square has a rich and interesting history running back almost 300 years, much of which can still be seen in the venue today.

One of the most striking historic features is the painted main staircase, which can be found to the left of the main reception area. The impressive wall and ceiling paintings depict Ancient Rome and are as vivid today as they were in 1730, thanks to a meticulous restoration in the 1980s.

Elsewhere original oak doors lead into Cowdray Hall with its three stained glass windows by Dudley Forsyth depicting Love, Fortitude and Faith – the symbols of the nurse. And the connected Council Room features rich panelling spaced with carved pilasters and a glass domed ceiling picks up the classical architecture of the earlier house.

Today 20 Cavendish Square provides a sophisticated blend of Georgian features, contemporary architecture and state-of-the-art audio visual technology to create a flexible, modern venue with genuine character.



Celebrating & supporting nursing

20 Cavendish Square remains part of the Royal College of Nursing's London headquarters and our rooms are named after pioneering figures from the history of nursing from Florence Nightingale to the 20th Century's Jean McFarlane. Because all venue proceeds go to funding the work of the RCN, by choosing us to host your next event you will be helping us to advance the nursing profession.

Our Rooms

20 Cavendish Square features a variety of well-equipped rooms with capacities ranging from 8 to 200. Many are available in flexible configurations and all our spaces benefit from natural lighting and are video conferencing-ready, making them ideal for hybrid meetings and events.



Cowdray Hall
Ground Floor Max. 200



Council Room
Ground Floor Max. 140



Annie Altschul & Agnes Hunt
First Floor Max. 100



Rosalind Paget
Third Floor Max. 60



Annie Altschul
First Floor Max. 40



Agnes Hunt
First Floor Max. 40



Edith Cavell
Third Floor Max. 35



Marjorie Simpson
Ground Floor Max. 32



Peggy Nuttall
First Floor Max. 30



Sarah Swift
Ground Floor Max. 14



Jean McFarlane
Ground Floor Max. 14



Mona Grey
Ground Floor Max. 12



Mary Seacole
Third Floor Max. 10

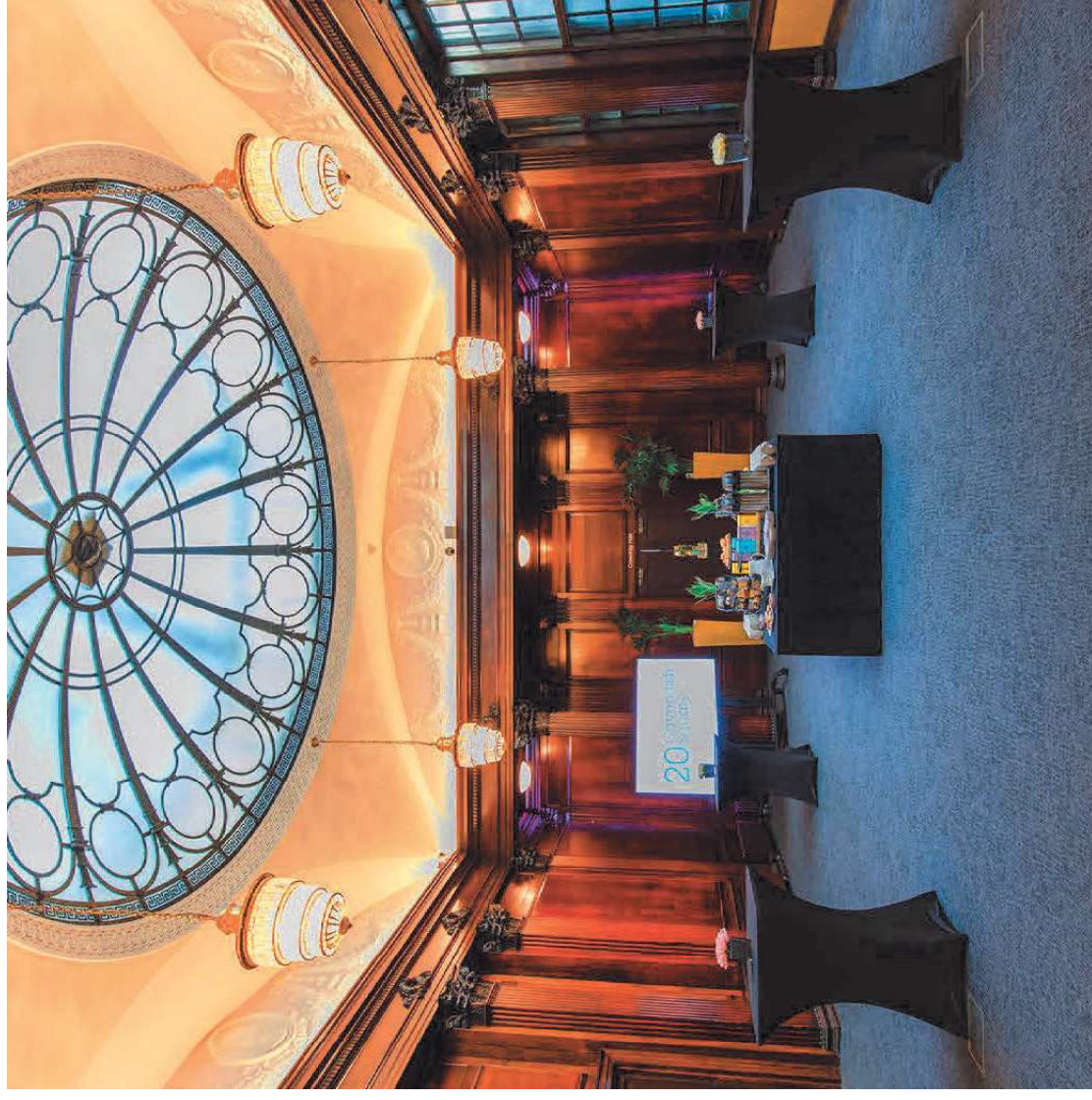


Florence Nightingale
Third Floor Max. 10



Betsi Cadwaladr
Third Floor Max. 8

Together Cowdray Hall and the connecting Council Room form 20 Cavendish Square's largest and most impressive event space, capable of hosting capacities up to 200 attendees.



Cowdray Hall

Cowdray Hall is an elegant space that boasts beautiful architecture with its original oak door, stained glass windows and high ceiling. Combined with modern events facilities, it has flexible staging that can be adapted to suit a wide range of events.

- ✓ High Definition projection
- ✓ Dual screen lectern
- ✓ Fully controllable lighting system
- ✓ Wireless microphones
- ✓ Video, audio & data connectivity with overflow rooms
- ✓ Repeater screens that can display the same or independent content

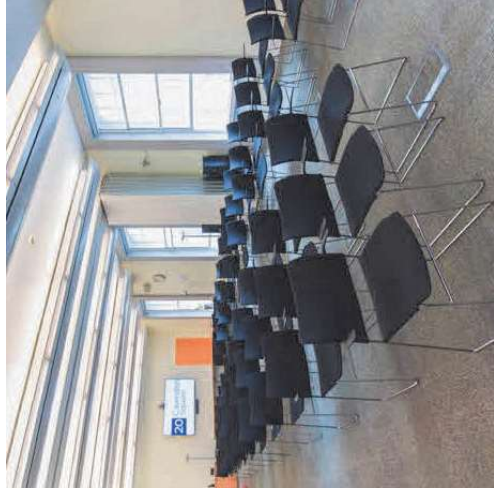
					
Boardroom	Classroom	Cabaret	Theatre	U-Shape	Standing
50	70	120	180	46	200

Council Room

The Council Room is a magnificent event space with wood panelling and an intricate glass domed ceiling. It is an ideal room for large meetings, drinks receptions and as an overflow space from Cowdray Hall for catering, event registration and exhibitions. As a standalone space it can accommodate events for up to 140 people.

					
Boardroom	Classroom	Cabaret	Theatre	U-Shape	Standing
30	30	63	80	30	140





Flexible Event Spaces

A number of our rooms feature flexible layouts, allowing you to configure them to best fit the style and size of your event.

Whether it's a workshop, seminar, presentation or networking event our flexible, daylight rooms can accommodate for capacities from 10 to 200.

Annie Altschul & Agnes Hunt

One of our most adaptable spaces is found on the first floor. Our connected Annie Altschul & Agnes Hunt rooms open out into a single bright, modern event space. Benefiting from natural daylight together they offer flexible layout options for capacities up to 100 people.

Boardroom	Classroom	Cabaret	Theatre	U-Shape	Standing
50	40	63	90	50	100

Rosalind Paget

Rosalind Paget is a modern, bright and airy meeting room and event space which overlooks a quiet courtyard. Benefiting from natural daylight it offers flexible layout options for capacities up to 60 people. Like all our other spaces it is fully equipped for video conferencing with Microsoft Teams or Zoom, making it perfect for a hybrid meetings or event.

Boardroom	Classroom	Cabaret	Theatre	U-Shape	Standing
36	30	40	60	26	60



The Boardrooms

For smaller meetings we have three daylight ground floor rooms that are permanently setup in a boardroom configuration and available to book by the hour. These are some of our most characterful spaces and can comfortably cater for seated capacities up to 14 attendees.

They all feature:

- ✓ 49/65 inch 4K screens
- ✓ Complementary WiFi
- ✓ Yealink remote conferencing
- ✓ Flipchart



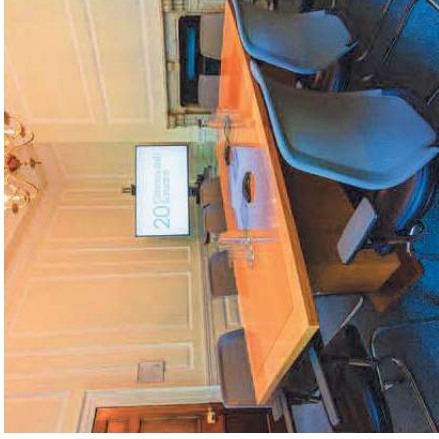
Sarah Swift

Ground Floor Max. 14



Jean McFarlane

Ground Floor Max. 14



Mona Grey

Ground Floor Max. 12





Cavendish Square

20 Cavendish Square is on the corner of Henrietta Place and Cavendish Square, just off Oxford Street and within easy walk of Oxford Circus and Bond Street underground stations.



**20 Cavendish Square,
London W1G 0RN**

How to book

Whether you're planning a one-off meeting, a series of larger events our Event Services team are here to assist to from helping you select the most suitable space, right through to any after-event support. Get started by contacting us by phone, email or using the enquiry form on our website.



20CavendishSquare@rcn.org.uk



+44 (0)20 7647 3677



20cavendishsquare.co.uk

Take a Virtual Tour

We can provide you with a detailed floorplans for your chosen room, but you can also explore all our spaces in 3D at your own leisure using the virtual tour on our website.

