



Corporate Events The Chartered Insurance Institute

Situated in the heart of the City of London, the Insurance Hall offers exceptional and flexible facilities for any occasion, from intimate dinners for 10 to formal receptions for 300.

With its impressive hall and historical insurance marks decorating the staircase, the Insurance Hall offers an unusual and convenient venue location for your events.

This is backed up by award winning food, service delivery and a management team with great experience in the hospitality industry.

Our central location ensures easy access for your delegates from any point of London and beyond.

Facilities

The Great Hall

Opened by King George V in 1934, the Great Hall is built in impressive traditional style with English oak panelling and stained glass windows.

This hall is ideal for conferences, as it can accommodate up to 240 delegates, features an inbuilt stage and natural daylight. It is also an impressive room for evening events, including dinners for 160 guests and drinks receptions for up to 300.

Room Hire for the Great Hall (VAT exempt):

Half Day	£1,000
Full Day	£1,800
Evening	£1,800

The Court Room

With its marble walls and floor-to-ceiling window, this room provides a perfect setting for meetings and conferences. It is conveniently situated opposite the Great Hall and has its own entrance and registration area.

The Court Room can accommodate up to 70 guests for a meeting or dinner. It can also be used as a breakout or catering room when holding a conference in the Great Hall.

Room hire for the Court Room (VAT exempt):

Half Day	£650
Full Day	£1,100
Evening	£1,100

The Ostler Suite

The flexible partitioning of this room enables it to be used as one large room or two smaller areas. It is perfect for both day and evening functions.

The Ostler Suite can accommodate up to 80 guests for a meeting or dinner, with a separate area provided for registration.

Room hire for the Ostler Suite (VAT exempt):

Half Day	£650
Full Day	£1,100
Evening	£1,100

Catering (VAT applies to all prices)

Leith's, the appointed caterer on site, is synonymous with using fresh and high-quality ingredients, making the most of what British suppliers have to offer.

Whether you are organizing a conference, training day, presentation or a four course dinner, we have the range of menus and services to suit your requirements.

	<i>Price per person</i>
Coffee break options	from £2.50
Working lunch	£17.00
Finger buffet	from £20.00
Fork buffet	£37.00
Three-course meal	from £45.00
Bowl Food	from £18.50

Optional Add Ons (VAT applies to all prices)

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| • Early Access (before 8.00) | £300 |
| • Late Access (after 23.00) | £200 |
| • AV package for the Great Hall, inc. technician | £500 |
| • Extra AV equipment | Quoted on request |
| • Flower arrangement | Quoted on request |
| • Manned cloakroom | £10 per hour |

Guidelines

▪ Access Times

Standard access time to the building is 08.00. Early access to the rooms is possible from 07.00 for set up at a cost of £300 plus VAT.

For evening hire our standard hire is until 23.00. We can extend the hours until 1:00. The charge for the late opening is £ 200.00 plus VAT per additional hour maximum of 2 additional hours with latest guest departure set at 01.00.

▪ Security

Every evening event at the Insurance Hall will have an associated security charge. We allow one guard per 50 guests, the charge for which is £150.00 plus VAT per guard for the evening.

▪ Cloakroom

A manned cloakroom facility can be made available for your event at an additional charge of £10.00 plus VAT per hour per cloakroom, for a minimum of four hours. Alternatively, we can provide an un-manned coat rail free of charge.

▪ Corkage

There is a non negotiable corkage fee of £10 plus VAT per 75cl bottle of wine and £15 plus VAT per 75cl bottle of champagne.

▪ Booking Process

There are three stages to booking rooms at the Insurance Hall:

- 1) Provisional: when you have asked for a particular dates on hold for a limited time. The length of time a date can be held is two weeks.
- 2) Tentative: when you provide in writing your intent to book a room on a certain date and ensure we receive your full address and contact details. A contract will then be issued and a non refundable deposit invoice sent for the full amount of the room hire.
- 3) Confirmed when the signed contract and payment of the deposit invoice have been received.

Booking Details

To view or book any of the facilities, please contact the events team on the following:

Tel: 0207 417 4417

Fax: 0207 216 0037

E-mail: marie-soleil.marsolais@cii.co.uk

Location

We are located in the heart of The City, a few minutes walk only from Moorgate, Bank & St-Paul's tube stations, with access to 5 tube lines, the DLR and main line stations.



Our Clients Thoughts:

"I would like to take the opportunity to thank you and your team for your help on Friday running our AGM so smoothly. The venue was universally well received and as such we would like to pencil in a date for next year."

"Thank you so much for all your help yesterday and for contributing to what turned out to be a very successful day. The room set up was just right, the food was excellent and the table service was also great."

"I just wanted to say how pleased I was with yesterday's luncheon. The set up was just right, the food excellent and the service could not be faulted."