Venue Hire & Event Services
I just wanted to say a huge thanks for all your support yesterday. The event was such a great success. The feedback from everyone who attended has been fantastic. We will definitely be back!

Bev Row, L’Oréal Professionnel, National Accounts Technical Manager
Background

Generations of internationally renowned artists, designers and performers began their creative journeys at Central Saint Martins, widely regarded as one of the leading Arts and Design institutions in the world.

Our Alumni include Stella McCartney, Alexander McQueen, Sir Terence Conran and Colin Firth to name a few. As one of six colleges that together comprise the University of the Arts London, Central Saint Martins is part of the largest creative university in Europe.

In 2011 we moved to a new home in King’s Cross. Our Grade II listed Victorian Granary building was given a £200m renovation by Stirling Prize winning architects Stanton Williams and has since been showered with awards for its breathtaking design and nominated for the 2013 Mies Van der Rohe prize.

With over 5,000 square metres of flexible event space with state-of-the-art equipment, the new building offers a range of spaces by day or by night ideal for: Conferences, Fashion shows, Award Ceremonies, Canapé receptions, Private dinners and Exhibitions.

As well as a stunning venue, we offer clients the opportunity to work with our talented students, graduates and expert staff to make your event truly innovative and creative.

Central Saint Martins is the anchor of the new development at King’s Cross – London’s busiest and best connected transport hub; with six tube lines, two national railway stations, the Eurostar and excellent links to all five of London’s airports.
The Crossing

The Crossing is a public space spanning the area between the college’s main street and the original Granary Building, providing a striking backdrop to your event. The glass walls overlooking Stable Street and The West Handyside Canopy provide a great source of natural light for day events.

Used for:
- Fashion Shows
- Exhibitions
- Installations
- Award Ceremonies
- Registration Area

Capacity:
800 delegates standing

Dimensions:
840 sqm

Technical Equipment:
- 2 x 3 phase 100A supplies (fed via separate tap off units on the bus bar in the riser)
- 1 x 3 phase 63A supply (fed via a circuit breaker in a DB)
- 2 x single phase 32A supplies (fed via separate circuit breakers)

Floorplan:
CSM hosted the inaugural Jaguar Land Rover Tech Fest at our campus in September 2017.

The festival explored the positive role that technology plays in reshaping the automotive industry and beyond.

The event featured interactive displays and virtual reality experiences exhibited in The Crossing, giving an insight into the future for electric and self-driving cars.

As part of the festival, Jaguar Land Rover invited industry and consumer experts from around the world to take part in a series of debates and talks in the Platform Theatre which were also attended by our student body.
The Street

The Street is the central concourse through the college. The three storeys of bridges that overlook the ground floor can be used as VIP areas adding further scale and size to your event. The Street can also be sectioned off into distinct areas.

Used for:
- Awards Ceremonies
- Conferences
- Exhibitions
- Fashion Shows
- Drinks Receptions

Capacity:
Up to 1000 delegates standing

Dimensions:
1250 sqm

Technical Equipment:
- 2 x 3 phase 100A supplies (fed via separate tap off units on the bus bar in the riser)
- 1 x 3 phase 63A supply (fed via a circuit breaker in a DB)
- 2 x single phase 32A supplies (fed via separate circuit breakers)
LVMH Lecture Theatre

The LVMH Lecture Theatre is a conference space located in the heart of the college.

The space can be hired as one large room or divided into two by a soundproofed movable wall to create a flat space (Lecture Theatre 1), or a space with tiered seating (Lecture Theatre 2).

Set up time to split or combine the lecture theatres, including the setting up and testing of AV is 20 minutes minimum.

Used for:
• Conferences
• Award Ceremonies
• Talks
• Film Screenings

Capacity:
400 delegates seated

Dimensions:
352 sqm

When the wall is opened the projector in Lecture Theatre 1 and relay screens in Lecture Theatre 2 are driven by the podium in Lecture Theatre 1. All mics and audio are run through both theatres’ sound systems.

Floorplan:
LVMH Lecture Theatre

Theatre 1
Capacity:
184 delegates seated

Dimensions:
158 sqm

Technical Equipment:
- Touchpanel input switching and lighting control
- Mac Mini
- Projection screen size 4m x 2.25m (16:9)
- Projector - can output up to 1920 x 1080px
- Dedicated PA system
- Wired internet connection (100 mbps download speed, 95 mbps upload speed)
- Inputs for HDMI devices and VGA devices
- 2 x lavalier wireless clip mics
- 2 x handheld wireless mics
- 2 x Revolab wearable wireless mics
- Zoom H4 audio recording device
- Lecture capture available (xed HD camera, audio and presentations)
- Barco Clickshare wireless screen mirroring
- Blu-ray player
- 4 x Fresnel Stage Lights

Floorplan:
LVMH Lecture Theatre

Theatre 2
Capacity:
216 delegates seated

Dimensions:
194 sqm

Technical Equipment:
• Touchpanel input switching and lighting control
• Mac Mini
• Projection screens size 3.5m x 2.02m (16:9)
• Projector - can output up to 1920 x 1080px
• 6 relay screens (can push different content to different screen if desired)
• Dedicated PA system
• Wired internet connection (100 mbps down- load speed, 95 mbps upload speed)
• Inputs for HDMI devices and VGA devices
• 4 x lavalier wireless clip mics
• 2 x handheld wireless mics
• 4 x Revolab wearable wireless mics

• Zoom H4 audio recording device
• Lecture capture available (xed HD camera, audio and presentations)
• Barco Clickshare wireless screen mirroring Visualiser

Floorplan:
The Canteen

The Canteen sits at the heart of the building, a striking open plan space featuring the original 19th Century Transit Shed walls and separated from the Street by floor to ceiling glass. The Canteen has scope to be transformed into anything; from a dramatic exhibition space to a large-scale drinks reception. Stunning brickwork and a custom made wooden floor framed by huge windows which maximize the amount of natural light give the space a unique character, bringing together the heritage of the Granary Building with the best of contemporary architecture. Availability is limited as this is such an integral space to college life but for special events it is worth waiting for.

Used for:
• Dinners
• Exhibitions
• Drinks Receptions
• Award Ceremonies

Capacity:
400 delegates standing

Dimensions:
483 sqm

Technical Equipment:
• The Canteen has a standard supply of 13mp sockets available.
• Additional power can be fed in if required via the Street event space.

Floorplan:
Bridge Studio

Situated on the second floor, the Bridge Studio has stunning views over The Street and The Crossing. It is an ideal space for VIP events and canapé receptions and the space outside can be used for catering or as an additional space for a drinks reception.

Used for:
• VIP Events
• Drinks Receptions
• Presentations

Capacity:
100 delegates standing

Dimensions:
102 sqm

Technical Equipment:
• The Bridge Studio has a NEC PA550W 5500 lumen DLP projector with drop down screen, controlled from a podium.
• Available connections are host Apple Mac Mini, VGA/Audio, composite video and HDMI.
Located above the Bridge Studio on the third floor, this space has a built-in catering work space and can operate as a finishing kitchen for events taking place in the Studio below. Alternatively, the workspace can be screened off and the space can be used for VIP events and drinks reception with views of The Street and The Crossing.

Used for:
- VIP Events
- Drinks Receptions
- Presentations
- Catering work space for events in the Bridge Studio or the Terrace

Capacity:
100 delegates standing

Dimensions:
102 sqm

Technical Equipment:
- The Bridge Studio has a NEC PA550W 5500 lumen DLP projector with drop down screen, controlled from a podium.
- Available connections are host Apple Mac Mini, VGA/Audio, composite video and HDMI.
The Roof Terrace

Located on the third floor of the college, The Roof Terrace offers unrivalled views across the London skyline providing a stunning backdrop to any event.

The Terrace is currently closed due to scheduled works and should hopefully be operational by 2019.

Used for:
- VIP Events
- Drinks Receptions
- Presentations
- Nearby Catering Space available in the Upper Bridge Studio.

Capacity:
600 delegates standing

Dimensions:
988 sqm
The Platform Theatre

The Platform Theatre is an extremely flexible performance space located on the north side of the college close to Handyside Street where its own foyer guest entrance and same level loading bay are located. The backstage areas consists of a Green Room and Male/Female dressing rooms. There is a full height fly tower and a fully sprung oak harlequin dance floor. There is also a sectional orchestra pit and 207 retractable seats. The space is incredibly versatile and examples of previous projects are displayed on the following page.

Used for:
- Awards Ceremonies
- Conferences
- Fashion Shows
- Theatre Productions
- Talks
- Performances

Capacity:
- 360 delegates seated
- 500 delegates standing

Dimensions:
- 426 sqm

Technical Equipment:
For a full technical specification please ask for supplementary documents.

Floorplan:
A versatile & transformable venue space
The Studio Theatre

The Studio Theatre is a performance space located close to The Platform Theatre.

It can be easily transformed for installations, and used alongside the other theatre spaces or on its own.

Used for:
• Performances
• Installations
• Presentations

Capacity:
90 delegates seated
150 delegates standing

Dimensions:
155 sqm

Technical Equipment:
The room rig can accommodate many lights and projectors making the space incredibly flexible in look and feel. We are well versed in sectioning the space off using temporary walls to create audience journeys for our clients.

The room has a fully sprung Harlequin dance floor.
The White Lab

The White Lab is a flexible room ideal for digital presentations or breakout space for events taking place in the Studio Theatre or Platform Theatre.

Used for:
- Conference Breakout
- Performances
- Rehearsals
- Digital Installations

Capacity:
- 40 delegates seated
- 90 delegates standing

Dimensions:
- 101 sqm

Technical Equipment:
The room rig can accommodate many lights and projectors making the space incredibly flexible in look and feel.

The room has a fully sprung Harlequin dance floor.
Theatre Foyer & Bar

The Theatre Foyer can be used as a reception area for events in The Theatre Suite (Platform, Studio & White Lab), or as a self contained space. It has its own entrance on Handyside Street giving delegates direct access to their event. The space also contains a bar, box office and cloakroom.

Used for:
- Drinks Receptions
- Talks
- Exhibitions
- Breakout and catering area for events in the Platform Theatre or Studio Theatre

Capacity:
360 delegates standing

Dimensions:
320 sqm

Technical Equipment:
The space has three 50" plasma screens, a built-in PA system for music and amplification for speeches/panel talks.
Lethaby Gallery

Named after Central School of Arts & Crafts founder William Lethaby, the Lethaby Gallery provides an important showcase for exhibitions and events that reflect and promote the creative and innovative art and design work of our students, graduates or staff. Outside of our exhibition schedule, the space can be hired in July and August for summer corporate events. The space is a blank canvas, and our talented exhibition team can create custom made exhibition walls and curate the look & feel for your event.

We are well versed in sectioning the space off using temporary walls to create audience journeys for our clients.

Floorplan:

Used for:
- Exhibitions
- Receptions
- Talks

Capacity:
300 delegates standing

Dimensions:
300 sqm

Technical Equipment:
The room rig can accommodate many lights and projectors making the space incredibly flexible in look and feel.
Event Services & Student Collaboration

Central Saint Martins is one of the world’s leading specialist centres for art, design, fashion, communication and the performing arts. Businesses can access an unrivalled base of creative knowledge and expertise by working with the college. We can offer opportunities to collaborate with our students, graduates or staff on projects that tie in with your event, or to create and design concepts and content for your hire.

Our in-house theatre production staff are available to work with clients to develop these concepts and produce them for your event.

Case studies of our projects can be seen over the following pages.

Previous clients include: Côtes du Rhône AOC, Cushman & Wakefield, Disney, Dr Martens, Google, HAVAS, Palmer//Harding, Peroni, NBC Universal and WPP.

“It was such a pleasure to work with the team at CSM on this... they all responded to the brief with real flair and were brilliant assets to the event when sharing their work and speaking to guests.”

Hannah Andrews, Project Manager, Google Arts and Culture
Visual Identity & Branding

Venue Hire of our spaces can also mean access to our community of young designers. Clients wishing to energise their event branding and identity can engage our students and graduates to collaborate with their in-house team.

This has included packaging, interactive wayfinding, and invitations.

The CSM team can work with you to build a brief and select a team of young creatives with the right skills to make a holistic brand and event experience you wish to achieve.

Our creatives, who are versatile practitioners in a wide range of media, will work independently or in small focused groups. They will respond to your brief to create bespoke objects and visuals to enhance your event. Examples include the creation of a mural created by a Fine Art Graduate to enrich Dr Martens’ visual merchandising in our Theatre Foyer, an interactive art piece that guided potential visitors to a pop-up wine bar for Cotes Du Rhone, and branding for Argent’s artistic summer programme for their event on the local estate.

“A huge thank you to you and your team for making last night such a success!

There was a lot of detailed planning and hard work that went into it and I’m so appreciative for that.

We’ve had some great emails this morning from guests and hosts, which is exactly what we were looking for!”

Mary Foster, AlixPartners UK LLP, Event Manager
Set Design

Creating stunning environment designs for events and installations is a particular skill of our students, many of whom go on to work for Punchdrunk and Secret Cinema.

Combining the tactile inventiveness of traditional theatre design (honed in our Platform Theatre) with the most recent developments in digital technology, we create unique and utterly bespoke experiences designed to emphasise the key messages and emotions our clients wish to communicate to their delegates/audience.

“We jumped at the chance to use the college as the platform for our corporate global sales launch. The association gave us not only the chance to host our event in a world-class venue but also the unique opportunity to work with CSM graduates to bring an innovative and creative dimension to our product merchandising.”

Ellie Wardle, Dr Martens, EMEA Marketing Manager
Experience Design

NBC Universal worked on a large scale fashion performance event with Central Saint Martins called 'The Minions Collective' in Spring 2015.

Foundation Diploma Fashion & Textiles students were invited to create design concepts inspired by the Minions. Students could design a fashion garment or accessory that would be worn by a dancer for a fashion performance event at CSM.

A total of 20 students had their work selected to be showcased at the event which embodied and celebrated the energy of the Minions.

The set design was created by a group of BA Performance Design & Practice graduates.

The event was experienced live by an invited audience of international vloggers who created live user generated content which was pushed out globally online, alongside content created by Universal Pictures, ahead of the release of the Minions movie. The digital videos have reached an audience of over 15 million through social media. The video can be viewed here.

“A huge THANK YOU from us for all your enthusiasm and hard work on this project. I am incredibly proud of what we have achieved, the reaction here at Universal has been unbelievable!”

Cat George, NBC Universal, VP International Marketing & Partnerships
In our experience of running client events within the college there are some questions which are often raised – we have outlined these below to manage expectations and demonstrate how we balance our primary function as a higher education institution with the requirements of operating as a commercial hire venue.

1. Are there any restrictions to be aware of in terms of dates and spaces?

   A: CSM hosts its Degree Shows in May and June. During these months all hirable spaces are dedicated to these events and no commercial projects will be possible. The Crossing is a public space, jointly managed by the college and Kings Cross Estate Services, it acts as the main entrance to the college so we are limited in the type of events we can host in there and when. Please get in touch for more information.

2. Does the college hire meeting rooms at an hourly rate?

   A: No. We are only suited to host large scale hire of college spaces.

3. Is the college available for location hire?

   A: Due to our academic timetable, it is highly unlikely that we will be able to accommodate the requirements for a film location or photo shoot, excluding quiet periods during Easter and Summer breaks. These are considered on a case by case basis dependent on your requirements.

4. Do we offer agencies commission?

   A: No. As an academic institution first and foremost we are not looking to pursue opportunities of this nature.

5. Will the college assist with PR or provide contact lists?

   A: No. Whilst the college may promote client projects via social media and on the University website we do not conduct PR on behalf of clients. We may on occasion provide suggestions with regards to PR but this is entirely at the college’s discretion. We will only invite our contacts to Central Saint Martins events and never share our lists with external organisations.

6. Are we allowed to photograph and/or film our event?

   A: Yes, you will be able to take photographs or film your event but this is at the college’s discretion and permission is limited to your event within the hired space and does not allow for filming or photography elsewhere within the college. CSM reserves the right to photograph or film your event to use in any future marketing and on our website, however, we will respect any commercially sensitive restrictions.

7. Do we need to comply with specific Health and Safety requirements?

   A: Yes. The college has comprehensive Health and Safety policies and procedures which are outlined in detail on a separate document.

8. What is the deadline for a signed venue hire contract?

   A: A signed contract must be in place or full payment of the fee must be received before the event date.
Catering & Hospitality

If you are looking for catering or a drinks reception at your event, Central Saint Martins has a great range of in-house and preferred suppliers available to work with.

External Catering
CSM has a number of preferred suppliers who have proven to be very successful at providing the highest standard of food and drink at our events. Performing this level of service in a multi-faceted arts college is no simple task. Please get in touch for our list of preferred suppliers.

Internal Catering/Hospitality
We have expert teams in place in-house that deliver our entire catalogue of internal events. They are also available to work on our commercial events. Baxter Storey manages our internal catering offering as well as refreshments, teas and coffees; whereas our hospitality team can inform about our bar offering and detail on what services we can provide.

For more information on working with our in-house caterer, Baxter Storey, please email:
csm@baxterstorey.com

For more information on working with our in-house hospitality team, please email
hospitality@csm.arts.ac.uk.

Off-site Dinners
On occasion, for certain styles of event, CSM isn’t suited to the numbers of delegates or type of dinner service required.

Please get in touch with any event related dinner enquiries and we will be happy to connect you with our local partners on the ever evolving Kings Cross Estate if we are not able to accommodate your request.
Useful Information

Central Saint Martins is in close proximity to King’s Cross Underground Station, St Pancras International and the Eurostar. As part of our commitment to green initiatives there is no parking onsite excluding seven spaces available for blue badge holders.

Viewings are by appointment only.

Regular college opening hours are 8:00am - 10:00pm.

Regular loading bay opening hours are 9:00am - 17:00pm. This is negotiable based on your needs and the delivery schedule of the Loading Bays.

Access to our two Loading Bays is restricted to 45 minute drop offs.

If additional access hours are required outside of these this will be subject to a fee.

Central Saint Martins is a non-smoking venue and this policy applies to all of our spaces including The Roof Terrace.

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Finding Us:
Bus: 10, 17, 30, 45, 59, 63, 73, 91, 205, 214, 259, 390, 476

Underground:
King’s Cross St Pancras (Victoria; Piccadilly; Northern; Hammersmith & City; Circle; Metropolitan)

www.arts.ac.uk/csm-innovation/
csminnovation