



## London at Ten Trinity Square

Ten Trinity Square  
 London  
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**Telephone: +44 (20) 3297 9200**  
**Fax Number:**

In a landmark of power and prestige, Four Seasons Hotel London at Ten Trinity Square celebrates the capital's rich history and culture, yet feels fully connected to the future with the latest technology. First opened in 1922, this Grade II\*-listed building is the former headquarters of the Port of London Authority and played host to the inaugural reception of the United Nations General Assembly in 1946. Within steps of the Tower of London, Tower Bridge and the River Thames, Four Seasons is a premier destination for London conferences and events, featuring two ballrooms and three London meeting rooms for 10 to 250 guests.

A key destination for London conferences, meetings and events, Four Seasons Hotel London at Ten Trinity Square provides a central location in the City of London – close to Canary Wharf in the east.

**7,857 sq.  
ft.**

Total event space

**730 m2**

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**100**

Total accommodations

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**200**

Maximum guests for cocktails

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**144**

Maximum guests for dinner

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**100**

Meet and Feed (100 seated, 150 standing lunch)

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## UN BALLROOM

The setting for the inaugural reception of the United Nations General Assembly in 1946, the UN Ballroom is a beautifully restored London venue with nine-metre (30-foot) ceilings and original woodwork.

## MERCHANTS HALL

A one-of-a-kind circular ballroom, Merchants Hall glows with natural light from its circumference of windows. Light oak panelling and antique mirrors add a sense of traditional warmth.

## DISTINCTIVE LONDON VENUES

On the first floor, just above the front entrance, our three London meeting rooms can host from six to 16 guests for board meetings, private dinners or cocktail receptions.

## OFF-SITE ACTIVITIES



### City Walking Tours

The City of London offers self-guided walking maps, which visitors can follow to learn the history of the Great Fire of London, follow in the footsteps of famed diarist Samuel Pepys or discover the City from the standpoints of history, architecture and commercial innovation. Alternatively, comprehensive walks from the City of London Tourist Guides depart daily from St Paul's Cathedral. Ask your Conference Services contact to arrange a tour for your group.

### The Tate Boat and Museum Tours











Art lovers will get to experience two of London's top galleries. The Tate Boat service runs between Tate Britain and Tate Modern every 40 minutes during gallery opening times and tickets can be purchased in advance online, or through your Conference Services contact.

### Thames Clipper River Exploration











With Tower Pier and access to the Thames Clipper river bus services only a moments' walk away, your group will have the opportunity to tour London by boat and see a selection of the city's finest historical landmarks and sights from Borough Market to Shakespeare's Globe Theatre and The Houses of Parliament.


## FUNCTION ROOMS

With approximately 730 square metres (7,857 square feet), Four Seasons Hotel London at Ten Trinity Square offers two ballrooms and three London meeting rooms, conveniently grouped on the first and second floors. Choose the beautifully restored UN Ballroom or the sleek, contemporary Merchants Hall. Elegant pre-function areas provide a natural gathering place for receptions. Four Seasons provides a key destination for conferences and catered events in the City of London.

Function Room	Size (sq. ft.)	Size (m <sup>2</sup> )							
Ariel	269.1	25	-	8	-	-	-	-	-
 Serica I	258.3	24	-	6	-	-	-	-	-
 Serica	516.7	48	-	16	-	-	-	-	-
 Serica II	258.3	24	-	6	-	-	-	-	-
Challenger	269.1	25	-	8	-	-	-	-	-
The Gallery	969	90	-	-	-	-	-	-	60

 Indicates function rooms with natural light or outdoor space.

Function Room	Size (sq. ft.)	Size (m <sup>2</sup> )							
 UN Ballroom	2519	234	144	48	120	260	57	72	200
 Merchants Hall	1485	138	108	36	72	140	36	42	130
 UN Reception	18230	170	-	-	-	-	-	-	80

 Indicates function rooms with natural light or outdoor space.

## DINING

When you attend an event at Four Seasons, good food is a given. We hold ourselves to the highest standards and we deliver, with innovative catering options and impeccable service.



### LA DAME DE PIC

A new culinary landmark in London, Four Seasons Hotel London at Ten Trinity Square is delighted to host to the first UK restaurant by Chef Anne-Sophie Pic, the only current French female chef to be awarded three Michelin stars. Casually elegant, La Dame de Pic will offer local, seasonal fare with a twist. Host an elegant group dinner or business lunch in the restaurant's private dining room, which seats 14 people.



### ASIAN RESTAURANT

Sleekly designed, our Asian restaurant specialises in Chinese and Japanese dishes – served with Four Seasons finesse. (Think Peking duck, five-spice chicken, sushi and sashimi.) The restaurant boasts a private dining room for group dinners of up to 14 people.



### THE ROTUNDA

With a spectacular art deco-style domed ceiling, this all-day restaurant, bar and lounge provides a stylish location for light breakfasts, lunches, after-work drinks and casual dining.

## GUEST ROOMS & SUITES

Set on the Hotel's ground floor to third floor, our 100 accommodations include 11 spacious suites. Among the highlights are our Heritage Suites, each with five-metre (16-foot) ceilings, ornate original plasterwork and a working fireplace.

Guest Rooms	Number	Size	Location	View	Beds	Bathrooms
Premier Room	20	33 to 49 m2 (355 to 527 sq.ft.)	1st to 3rd floors	City	One king bed	One full marble bathroom
Superior Room	12	28 to 34 m2 (301 to 366 sq.ft.)	1st to 3rd floors	City	One king bed	One full marble bathroom
Suites	Number	Size	Location	View	Beds	Bathrooms
One-Bedroom Deluxe Suite	1	89 m2 (958 sq.ft.)	3rd floor	City	One king bed	One full marble bathroom
Specialty Suites	Number	Size	Location	View	Beds	Bathrooms
Presidential Suite	1	175 m2 (1,884 sq.ft.)	3rd floor	City	One king bed	One full marble bathroom
Grand Heritage Suite	2	135 to 145 m2 (1,453 to 1,561 sq.ft.)	Ground floor	City	One king bed	One full marble bathroom
Trinity Heritage Suite	4	100 m2 (1,076 sq.ft.)	Ground floor	City	One king bed	One full marble bathroom
Four Seasons Heritage Suite	3	65 m2 (700 sq.ft.)	Ground floor	City	One king bed	One full marble bathroom

## CONFERENCE PLANNING

### Quick Reference

#### Time zone

GMT

#### Language(s) spoken

English

#### Electrical system

Local voltage is 240 volts AC. Adapters available; please request through the Concierge.



### Getting Here

#### From London Heathrow Airport (LHR)

- Travel Time: 70 minutes by car
- Distance: 24.2 miles/38.9 kilometres

#### From London Gatwick Airport (LGW)

- Travel Time: 80 minutes by car
- Distance: 50.9 miles/81.9 kilometres

#### Services provided by the Hotel

A Hotel representative can greet you at your arrival airport. Transportation from the airport to the Hotel can be prearranged.



## TECHNICAL ASSISTANCE

Audiovisual services play an important role in the overall success of your event. Our Hotel offers the technical expertise and equipment necessary to flawlessly deliver a spectacular event. These services include but are not limited to:

- Experienced staff and professional technicians
- Advanced lighting
- Sound systems
- Video conferencing, webcasting and event archiving



## RECEIVING AND MAINTENANCE

### Receiving

The Loading Bay is located on the corner of Seething Lane and Pepys Street. It is accessed by an elevator with internal cabin dimensions of 8.5 x 4.3 x 4.0 m. The entrance door width to the elevator is 380 cm. Once inside the Hotel, the UN Ballroom/Merchants Hall on the second level is accessible via two separate service elevators, the smaller elevator dimensions are as follows: entrance door width is 90 cm, entrance door height is 230 cm and car depth is 175 cm. Alternative access is via the staircase. On completion of the A/V setup, all of the accessory setup equipment, including cases, canisters, ladders, etc. must be removed from the second-floor level to a temporary storage area located at the Hotel receiving area for the duration of the event. All equipment/production kits must be removed immediately at the conclusion of the event.

The receiving department or your Conference Services contact will be happy to assist with special arrangements regarding the delivery of oversized packages or environmentally sensitive equipment.

### Maintenance

The engineering department is available for general assistance with lighting, room temperature control and minor repairs.

### Post-conference shipping

After your event, please coordinate with your Conference Services contact for return shipping of post-event materials.





## MUSIC AND ENTERTAINMENT

Music, bands and entertainment can be arranged upon request. Our Conference Services team will be delighted to assist you with a variety of styles subject to your specific event.



## FAMILY PROGRAMS

The Hotel is a perfect place for families visiting the City with London's most visited attraction, the Tower of London, steps from the Hotel. We extend a warm welcome to children and teenagers alike. Complimentary cribs and children's amenities are available for your guest room or suite, and our Concierge is always happy to make personalized suggestions for family outings and activities. At no extra charge, the Hotel will be happy to arrange extra beds and kids' amenities, including toys, bottle warmers and more.



## SPOUSE PROGRAMS

Four Seasons Hotel London at Ten Trinity Square can plan many leisure activities for companions of meeting participants.

### **On-Site:**

- Spa treatments
- Dining
- Wentworth Golf Simulation Experience
- Wine tasting
- Chef demonstrations

### **Off-site:**

- Private viewing of the Crown Jewels at the world-renowned Tower of London
- Visit to St Paul's Cathedral
- Visit to Shakespeare's Globe Theatre
- Exploring London's Markets – Leadenhall, Borough, Spitalfields
- River Thames cruise – sightseeing or dining



## WELCOME AMENITIES AND VIP GIFTS

Special arrangements can be made for clients to purchase welcome amenities for their VIP guests. Our Conference Services team will be pleased to coordinate these requirements for you. Options range from seasonal flower arrangements, to your clients favourite wine, to bespoke items tailored to your event.



## DESTINATION MANAGEMENT COMPANIES

### **SPECTRA**

Address: 12-15 Hanger Green London W5 3EL

Telephone: +44 (0) 20 8601 2400

Fax: +44 (0) 20 8991 2483

Email: [spectra@spectra-dmc.com](mailto:spectra@spectra-dmc.com)

Website: [Spectra-dmc.com](http://Spectra-dmc.com)

### **WEDGEWOOD**

Address: 15 Dock Street, London E1 8JN, UK

Telephone: +44 (0) 20 7265 7000

Email: [sales@wedgewood.co.uk](mailto:sales@wedgewood.co.uk)

Website: [wedgewood.co.uk](http://wedgewood.co.uk)

### **2B UK**

Name: Jeremy Brown, Director

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### **EC TRAVEL**

Address: 218 Plaza, 535 Kings Road, Chelsea, London SW10 0SZ

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