Rate Card
for Products
and Services
Welcome to the London Media Centre Rate Card.

The official London Media Centre (LMC) is the host city’s facility for media coming to London during the 2012 Olympic and Paralympic Games. Based at One Great George Street in the London Borough of Westminster, just a short distance from the Houses of Parliament, this magnificent building offers first class facilities and is within easy reach of transport, accommodation and local amenities.

Its central location will guarantee that you are close to the huge number of cultural events, iconic locations and sporting events taking place across the city during the Olympic and Paralympic Games period. Within a short walk you will find Trafalgar Square, Buckingham Palace, the Houses of Parliament and sports such as Beach Volleyball on Horse Guards Parade, road events on The Mall and Triathlon at Hyde Park.

The LMC is a working facility open to non rights holders and rights holders alike. It will act as the hub for the comprehensive editorial programme being planned around London for the 2012 Games whilst also providing a networking hub for international media.

The LMC offers a range of services and facilities to registered media including private work space, a main working room in the Great Hall, photography work area, a main press conference room for over 200 people, broadcast services including fibre connected positions and, of course, a cafe/dining area.

This rate card provides the opportunity to rent products, services and facilities as detailed on the following pages that will enable you to carry out your work during the Olympic and Paralympic Games periods.

Opening from 9th July 2012, our core operational hours during the Olympic Games will be 8am to midnight daily until 14th August 2012. The facility will then be closed to be reconfigured and open again between 27th August and 10th September 2012 for the Paralympic Games.

The London Media Centre staff will also be able to assist you, where possible, with additional requests you may have. This will provide a ‘one stop shop’ for all our rate card customers with high service levels as expected by the media.

Please read through the instructions carefully to ensure your order is complete and accurate.

We look forward to working with you during the coming months, as you plan your media activities around the 2012 Olympic and Paralympic Games, and to seeing you in 2012.
CONTENTS

Introduction ........................................................................................................ 2
Contents ............................................................................................................. 3
Important Dates ............................................................................................... 4
Terms & Conditions .......................................................................................... 5
How to Order ..................................................................................................... 6
How to Pay ......................................................................................................... 7
Products and Services ...................................................................................... 10
A) Private Office Space & Telecoms ................................................................. 10
   1) Private Meeting Rooms – Olympics Games ........................................... 10
   2) Private Meeting Rooms – Paralympic Games ........................................ 11
   3) Internet & General Connectivity ......................................................... 12
B) Broadcast Specific Facilities ....................................................................... 14
   1) Non Linear Edit System ...................................................................... 14
   2) Play Out Facilities ............................................................................. 15
   3) Dubbing Facilities ............................................................................. 15
   4) Beauty Cameras ................................................................................. 16
   5) Cabling ............................................................................................. 17
   6) Central London Live Positions .......................................................... 17
   7) Ancillary Equipment ......................................................................... 21
   8) Telecommunications / Connectivity Services ..................................... 21
   9) Broadcast Contacts .......................................................................... 21
Games Time Filming Guidelines for Olympic Related Filming in London ....... 22
Accommodation and Transport ....................................................................... 24
Accessibility and Directions to the London Media Centre .......................... 26
Request for Products & Services and Order Forms ....................................... 28
# IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for Part A Rate Card Orders and Part B Permanent Live Positions with connectivity.</td>
<td>31st March 2012</td>
</tr>
<tr>
<td>London Media Centre Opens</td>
<td>9th July 2012</td>
</tr>
<tr>
<td>Opening Ceremony</td>
<td>27th July 2012</td>
</tr>
<tr>
<td>Closing Ceremony</td>
<td>12th August 2012</td>
</tr>
<tr>
<td>LMC Closes for Reconfiguration for Paralympic Games</td>
<td>15th – 26th August 2012</td>
</tr>
<tr>
<td>London Media Centre Opens for Paralympic Games</td>
<td>27th August 2012</td>
</tr>
<tr>
<td>Paralympic Opening Ceremony</td>
<td>29th August 2012</td>
</tr>
<tr>
<td>Paralympic Closing Ceremony</td>
<td>9th September 2012</td>
</tr>
<tr>
<td>LMC Closes</td>
<td>10th September 2012</td>
</tr>
</tbody>
</table>
Rental Terms
Most products are available for rent. The standard rental period for items in Part A is 37 days beginning 9th July and ending 14th August 2012 for the Olympic Games. Space is also on offer for the Paralympic Games period – 27th August to 10th September (15 days standard rental period). Please contact the London Media Centre if you require a non-standard rental period for any product or service.

Prices and Taxes
All prices are in Pounds Sterling (GBP£) and are subject to VAT, and all payments must be made in Pounds Sterling (GBP£).

The London Media Centre reserves the right to revise any products or prices in the London Media Centre Rate Card if there is a significant change in the demand for services or a significant change in market conditions and exchange rates.

Prices do not include insurance. All risk or loss, damage or destruction will be the user’s responsibility.

Order Deadlines
Late Orders
There is an order deadline of 31st March 2012 for all services in Part A of the Rate Card and for Permanent Live Positions with connectivity as listed in Part B.

The LMC encourages media organisations to place their orders as soon as possible. Whilst the LMC will undertake to fulfil all orders, late and Games-time orders for Part A and Permanent live Positions in Part B are subject to inventory limitations and may be subject to a late-order fee. The LMC reserves the right to accept or reject any late or Games-time orders.

Changes to Original Orders
Any additions or modifications to original requests must be submitted in writing. They will be studied on a case-by-case basis without the guarantee of approval or availability. If modifications or changes to original requests are approved, additional charges may apply.

Cancellations
If you cancel any or part of your order before 31st March, you will incur a 15% cancellation fee of the items you are cancelling.

If you cancel any part of your order between 1st April 2012 and 31st May 2012, you will incur a 50% cancellation fee of the items you are cancelling.

If you cancel any part of your order after 31st May 2012, you will incur a 100% cancellation fee of the items you are cancelling.

The fee applied is calculated as a percentage value of the cancelled product or service.
1) General
The first step to acquire any of the services offered by the LMC is to register. This can be done online by following the instructions in this link: www.londonmediacentre.co.uk

The services are in two principal areas:

Part A  Private Offices and Telecommunications
Part B  Broadcast Facilities and Services

and are offered separately for the Olympic Games period and for the Paralympic Period.

There is an order deadline of 31st March 2012 for all services in Part A of the Rate Card and for Permanent Live Positions with connectivity as listed in Part B. Orders may be submitted by downloading the forms to be found on pages 30 to 37 (or insert a link if they are online) of this Rate Card and sending via email to:

Part A  ratecardA@londonmediacentre.co.uk
Part B  ratecardB@londonmediacentre.co.uk

Your order will be validated and processed and you will receive an invoice for the full stated amount plus VAT at the applicable rate (currently 20%).

Media organisations renting private work space in the London Media Centre will also receive a drawing of their rented office space.

2) Operational Periods

(i) Olympic Period (9th July – 14th August)

(ii) Paralympic Period (27th August – 10th September)

Space will be offered on a first-come-first served basis. The deadline of 31st March applies for both of these periods. LMC cannot guarantee availability of any product or service applied for after this date.

During the operational periods, LMC will accept bookings, subject to availability, at the Rate Card desk, which will be open from 8.00 am to midnight each day. Bookings can only be confirmed with 100% payment. Cancellation fees will apply.
HOW TO PAY

1) Payment Terms
All LMC Rate Card payments in respect of orders placed within the normal ordering period must be made within 30 days of date of invoice.

Payments of orders placed between 1st April and 31st May 2012 must be made within 15 days of date on invoice. All orders placed from 1st June 2012 onwards must be paid at the time of order.

Payment must be made by Bank Transfer or from 1st June 2012 by Credit Card in GB Pounds Sterling. Detailed payment instructions will be included with your invoice. Invoices for services listed in Part A will be issued by Rushmans Ltd, those for services listed in Part B by North One TV on behalf of the Greater London Authority (GLA).

Failure to pay in full will result in cancellation of your order. Your order is not considered complete until payment is received in full. Please note that all bank charges involved in transmitting funds will be at your expense and are in addition to the total on your invoice.

To avoid your order being delayed or cancelled, you are therefore advised to make sure the amount received by Part A Barclays Bank and Part B Natwest Bank in the UK exactly represents the total amount due.

2) Payment Method
Please pay via CHAPS/ BACS payment, full details will be provided on your invoice, up until the Games Time (9th July). For the duration of the Games (9th July – 9th September) we will accept payment by debit or credit card. Please note that all charges levied by the debit or credit card handler involved in each transaction will be at your expense and will be added to the transaction total.

3) Payment Instructions
You will be asked to direct your payment to the following Bank and Account:

<table>
<thead>
<tr>
<th>For Payment in GB Pounds Sterling</th>
<th>Part A</th>
<th>Part B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>Barclays Bank&lt;br&gt;Pall Mall Corporate Group&lt;br&gt;50 Pall Mall&lt;br&gt;London&lt;br&gt;SW1A 1QA&lt;br&gt;United Kingdom</td>
<td>Natwest Bank&lt;br&gt;Berkeley Square &amp; Mayfair&lt;br&gt;1-4 Berkeley Square House&lt;br&gt;Berkeley Square&lt;br&gt;London W1J 6BR&lt;br&gt;United Kingdom</td>
</tr>
<tr>
<td>Account Name</td>
<td>Rushmans Ltd re London Media Centre</td>
<td>North One re London Media Centre</td>
</tr>
<tr>
<td>National Account Number</td>
<td>03705080</td>
<td>56039395</td>
</tr>
<tr>
<td>Sort Code</td>
<td>20 67 59</td>
<td>50 41 06</td>
</tr>
<tr>
<td>Reference</td>
<td>Please use your invoice number as a reference</td>
<td>Please use your invoice number as a reference</td>
</tr>
<tr>
<td>IBAN</td>
<td>GB59 BARC 2067 5903 7050 80</td>
<td>GB65NBWK50410646048146</td>
</tr>
<tr>
<td>BIC</td>
<td>BARC GB22</td>
<td>NWBKGB2L</td>
</tr>
</tbody>
</table>
4) Order Confirmation
The LMC will issue an invoice for your order after it has been processed and approved. This invoice will confirm that the LMC has placed your order with our suppliers and it is being dealt with.

All orders will be considered to be confirmed on receipt of correct payment from the client.

Miscellaneous

1) Limitation of Liability
The total liability of the LMC whether in contract, or (including negligence) or otherwise for any loss or damage arising under or in connection with the provision of any service or facility of the LMC Rate Card, including any defective or non-compliant service or facility, shall not exceed the LMC Rate Card price of that service or facility SAVE THAT the LMC shall not be liable for loss (whether direct or indirect) of business, revenue or profits or anticipated consequential loss or damage whatsoever. While the purpose of this clause is to expressly limit the potential liability of the LMC arising out of the provision of any of the services and facilities listed and offered in the LMC Rate Card, the LMC does not exclude or limit liability for death or personal injury caused by its negligence.

2) Ownership
All products ordered from the LMC Rate Card will remain the property of the LMC or its supplier unless otherwise specified in the LMC Rate Card. Clients must keep the products free from any claims and shall not charge, place liens or grant any security on any products and shall return them to the LMC at the end of the agreed period.

3) Force Majeure
“Force Majeure Event” means any event or circumstances that cannot have been predicted and is beyond the control of the LMC or its contractor and which event or circumstance is unavoidable even if the LMC or its contractor exercised the utmost diligence, and which prevents the LMC or its contractor from performing a distinct part or all of its obligations or from exercising any of its rights arising herein, including but not limited to floods, malicious or wilful acts (other than by the employees, directors, agents and representatives of the LMC or its contractors engaged in the delivery of the services or facilities), riots, explosions, wars, acts of terrorism or hostilities, epidemics, other acts of nature, strikes or other industrial action (other than by the employees, directors, agents and representatives of the LMC or its contractor engaged in the delivery of the services and facilities), changes in laws and regulations, curtailment of transportation facilities, or emergencies, or events making it illegal or inadvisable to provide the services or facilities and that are beyond the control of the LMC or its contractor.

Any failure or inability of the LMC to provide an LMC Rate Card listed service or facility or otherwise comply with its obligations to clients due to the occurrence of a Force Majeure Event shall not be deemed a breach of contract by the LMC and no liability shall attach to the LMC. If affected by a Force Majeure Event, the LMC shall, as soon as practical, inform the client of the occurrence of the Force Majeure Event, the reasons for the delay or failure, its likely duration, and the steps that are being taken to rectify the delay or failure. The LMC shall inform the client when the Force Majeure Event no longer prevails.
4) Check-In and Check-Out
Upon arrival at the LMC, an authorised person from each media organisation will be required to confirm acceptance of all LMC Rate Card products and services.

This confirmation will indicate the group’s acceptance of the delivery and acknowledgement of the correct installation and set-up of all items. Any defective equipment will be promptly repaired or replaced.

During the Games, additional deliveries of the LMC Rate Card products and services will require a similar confirmation procedure. This condition applies to new orders placed during Games time, as well as maintenance, service, repair and replacement of items.

On departure, according to the check-out schedule, an authorised person from each media organisation will be required to return all rented goods to the LMC. This check-out process will confirm that all equipment has been returned in a satisfactory condition.

Important Note
The LMC reserves the right to change products in the LMC Rate Card at its sole discretion as a result of manufacturing, technology or supplier changes. All efforts will be made to ensure replacement items have comparable technical specifications. Certain items provided, shown by a photograph, are intended as a guide only and actual products may vary in finish, detail, colour and/or material.

All equipment will remain the LMC’s property and the title will remain with the LMC exclusively, unless otherwise stipulated in the LMC Rate Card. Media organisations must keep the equipment free from any claims and must return it to the LMC at the end of the rental period.

Questions
Please direct any questions about the London Media Centre Rate Card to:

Private offices and telecommunications specific enquiries may be addressed to Nicola Fleming:

Email: ratecardA@londonmediacentre.co.uk
Address: PO Box 2391
Marlborough, Wiltshire, SN8 3WJ
United Kingdom
Telephone: +44 (0)1264 852 012

Broadcast specific enquiries may also be addressed to Caroline Ramsay:

Email: ratecardB@londonmediacentre.co.uk
Address: North One Television Limited
46-52 Pentonville Road, London, N1 9HF
United Kingdom
Telephone: +44 (0)20 7502 5600
The London Media Centre will offer the following facilities:

**Part A) London Media Centre (Private Offices) and Telecommunications**

There are several private office centre spaces available.
All rooms will be air-conditioned, heated and carpeted.

1. London Media Centre Private Meeting Rooms Olympic Games Period (9th July to 12th August)

<table>
<thead>
<tr>
<th>Room Name and Booking Reference</th>
<th>Measurement</th>
<th>Furniture Provided</th>
<th>Power outlets (No of 13 Amp sockets)</th>
<th>Cost £GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cubitt A1.1</td>
<td>Length 8.2m Width 4.3m Height: 2.3m Area 35.26sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>5</td>
<td>£5,500</td>
</tr>
<tr>
<td>Hawksley A1.2</td>
<td>Length 7.3m Width 4.3m Height: 2.3m Area 31.39sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>2</td>
<td>£5,500</td>
</tr>
<tr>
<td>McKenzie A1.3</td>
<td>Length 7.3m Width 4.3m Height: 2.3m Area 31.39sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>3</td>
<td>£5,500</td>
</tr>
<tr>
<td>Rankine A1.4</td>
<td>Length 7.3m Width 4.5m Height: 2.3m Area 32.85sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>3</td>
<td>£5,500</td>
</tr>
<tr>
<td>Brassey A1.5</td>
<td>Length 8.6m Width 4.7m Height: 2.3m Area 40.42sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>5</td>
<td>£5,500</td>
</tr>
<tr>
<td>Bruce White A1.6</td>
<td>Length 7.3m Width 4.3m Height: 2.3m Area 31.39sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>5</td>
<td>£5,500</td>
</tr>
<tr>
<td>Bailey A1.7</td>
<td>Length 5.7m Width 3.35m Height: 2.2m Area 19.1sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>2</td>
<td>£5,500</td>
</tr>
</tbody>
</table>
### PRODUCTS AND SERVICES

#### 2. London Media Centre Private Meeting Rooms Paralympic Games Period (29th August to 9th September)

<table>
<thead>
<tr>
<th>Room Name and Booking Reference</th>
<th>Measurement</th>
<th>Furniture Provided</th>
<th>Power outlets (No of 13 Amp sockets)</th>
<th>Cost £GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cubitt A2.1</td>
<td>Length 8.2m Width 4.3m Height: 2.3m Area 35.26sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>5</td>
<td>£1,750</td>
</tr>
<tr>
<td>Hawksley A2.2</td>
<td>Length 7.3m Width 4.3m Height: 2.3m Area 31.39sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>2</td>
<td>£1,750</td>
</tr>
<tr>
<td>McKenzie A2.3</td>
<td>Length 7.3m Width 4.3m Height: 2.3m Area 31.39sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>3</td>
<td>£1,750</td>
</tr>
<tr>
<td>Rankine A2.4</td>
<td>Length 7.3m Width 4.5m Height: 2.3m Area 32.85sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>3</td>
<td>£1,750</td>
</tr>
<tr>
<td>Brassey A2.5</td>
<td>Length 8.6m Width 4.7m Height: 2.3m Area 40.42sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>5</td>
<td>£1,750</td>
</tr>
<tr>
<td>Bruce White A2.6</td>
<td>Length 7.3m Width 4.3m Height: 2.3m Area 31.39sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>5</td>
<td>£1,750</td>
</tr>
<tr>
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<td>Length 5.7m Width 3.35m Height: 2.2m Area 19.1sqm</td>
<td>Boardroom Style Table Chairs Television</td>
<td>2</td>
<td>£1,750</td>
</tr>
</tbody>
</table>

The walls between offices are permanent and provide sound insulation and strength. Please note, however, that Hawksley and MacKenzie are adjoining, with a retractable partition wall between. The two rooms can therefore be offered as one space.

The rental price includes:
- A permanent room to act as an office space
- Carpeted floor
- Furniture (Boardroom style)*
- Duplex power outlets as shown
- General lighting
- General air-conditioning and/or heating
- Daily cleaning service

1 x Phone (additional phones by request)
1 x Cat5 network connection (additional network connections by request)
Wi-Fi Coverage

* The rooms are suitable for the creation of a working office environment based on laptop computers.

Other furniture, such as storage space or equipment can be supplied on request. An inspection of the room is advised beforehand to allow the client to assess requirements, when we will be pleased to quote for the supply of equipment on a rental basis if required.
3. Internet and general connectivity
The provision of basic internet access (cabled and WiFi) will be free of charge at the LMC. Users will be restricted to a maximum of an 8Mbps synchronous connection and a limit of two devices using their logon credentials simultaneously. A fair usage policy will be implemented and the LMC reserves the right to restrict access when users are deemed to be using excessive capacity.

If you believe your requirements will exceed the above service offer, please contact us to discuss your requirement and pricing.

Office Space Contact
Private offices specific enquiries may be addressed to Nicola Fleming:
Email: ratecardA@londonmediacentre.co.uk.
Address: PO Box 2391, Marlborough Wiltshire. SN8 3WJ. United Kingdom
Tel: +44 (0)1264 852 012
The following is a list of additional/enhanced internet services:

1) Dedicated Network Access
Users booking a room or edit suite may purchase dedicated connectivity at 10Mbps, 50Mbps and 100Mbps levels. This service may also include custom configuration such as VLANs and VPNs and additional network connections/WiFi within the room.

<table>
<thead>
<tr>
<th>Booking Reference</th>
<th>Description</th>
<th>Cost £GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3.1</td>
<td>Dedicated internet access 10Mbps</td>
<td>£1,500</td>
</tr>
<tr>
<td>A3.2</td>
<td>Dedicated internet access 50Mbps</td>
<td>£4,500</td>
</tr>
<tr>
<td>A3.3</td>
<td>Dedicated internet access 100Mbps</td>
<td>£9,000</td>
</tr>
<tr>
<td>A3.4</td>
<td>Legacy Service – PSTN &amp; ISDN services are available in booked rooms by special request.</td>
<td>Subject to negotiation</td>
</tr>
<tr>
<td>A3.5</td>
<td>Legacy Service – IPTV Feed to Specific Location (SD)</td>
<td>Subject to negotiation</td>
</tr>
</tbody>
</table>

2) Telephony
All booked rooms and edit suites come with one phone as standard. Approximately 80 phones will be available for use within the general media work areas with free local and national calling using an assigned PIN number. Credit may be purchased for making non-geographic, mobile and international calls at competitive rates.

Inbound calling will only be available within booked rooms and edit suites.

<table>
<thead>
<tr>
<th>Booking Reference</th>
<th>Description</th>
<th>Cost £GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3.6</td>
<td>Additional DECT Phone</td>
<td>£75</td>
</tr>
<tr>
<td>A3.7</td>
<td>Calling Rates</td>
<td>Prices available on request</td>
</tr>
<tr>
<td>A3.8</td>
<td>Additional customisable requirement</td>
<td>Prices available on request</td>
</tr>
</tbody>
</table>

Internet and Connectivity Contact
Internet and connectivity specific enquiries may be addressed to Emma Campbell:
Email: telecoms@londonmediacentre.co.uk.
Address: EtherLive, Brinkworth House, Chippenham, Wiltshire. SN15 5DF. United Kingdom
Tel: +44 (0)166 511862
Part B) Broadcast Specific Facilities

The broadcast facilities will be located on the lower ground floor 1 (LGF1) of the London Media Centre.

All technical facilities are equipped to supply High Definition signals, yet are versatile enough to offer a variety of options to cater for a wide cross section of international media requirements. However, if you have specific broadcast related requirements not covered in this rate card, please let us know the details and we will provide a quotation where possible.

Core operational hours during the games are 0800 – 0000. Facilities can be made available outside these hours by arrangement.

Important: Be sure to include sufficient line up time in your booking.

1) Non Linear Edit System

- Includes HDCam deck for digitising & mastering
- VO lip mic for voicing
- FX plug ins
- 8 TB of storage which will have iconic London material pre-stored for broadcaster use
- Audio desk
- Monitors/head phones/speakers
- Central storage for shared media
- Editor

<table>
<thead>
<tr>
<th>Booking Reference</th>
<th>Length of Hire</th>
<th>Cost £GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1.1</td>
<td>Permanent (21 days)</td>
<td>Subject to negotiation</td>
</tr>
<tr>
<td>B1.2</td>
<td>Per day (8 hours)</td>
<td>£1,250</td>
</tr>
<tr>
<td>B1.3</td>
<td>4 hours</td>
<td>£750</td>
</tr>
<tr>
<td>B1.4</td>
<td>Per hour (1 hour minimum)</td>
<td>£400</td>
</tr>
<tr>
<td>B1.5</td>
<td>Digitising Per hour (1 hour minimum)</td>
<td>£20</td>
</tr>
</tbody>
</table>
PRODUCTS AND SERVICES

2) Play Out Facilities
The London Media Centre facilities area will meet most of your playback and recording needs. A variety of HD and SD tape machines and card readers will be available; formats include HDCam, XDCamHD, DVCProHD, P2, DVCam, HDV and Digibeta.

<table>
<thead>
<tr>
<th>Booking Reference</th>
<th>Length of Hire</th>
<th>Cost £GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2.1</td>
<td>Per hour. Includes connectivity to BT Tower.</td>
<td>£250</td>
</tr>
<tr>
<td>B2.2</td>
<td>Per 30 minutes (minimum). Includes connectivity to BT Tower.</td>
<td>£150</td>
</tr>
</tbody>
</table>

3) Dubbing Facilities
The wide range of HD/SD tape machines and card readers will also provide dubbing facilities; formats include HDCam, XDCamHD, DVCProHD, P2, DVCam, HDV and Digibeta. Prices exclude stock. Note: Broadcasters to provide stock. Bookable at the LMC Booking Office only from July 9th 2012.

<table>
<thead>
<tr>
<th>Booking Reference</th>
<th>Length of Hire</th>
<th>Cost £GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>B3.1</td>
<td>Per hour</td>
<td>£300</td>
</tr>
<tr>
<td>B3.2</td>
<td>Per 30 minutes (minimum)</td>
<td>£200</td>
</tr>
</tbody>
</table>
4) Beauty Cameras
The London Media Centre has two permanent beauty cameras located to capture the splendour and the mood of the capital 24/7. Watch the sun rise against the River Thames and see The London Eye illuminated against the London skyline.

**Position A** on the south bank of the River Thames looking towards the London Eye with the Houses of Parliament in the distance.

**Position B** overlooks Tower Bridge and the River Thames
These shots are offered as live HD signals 24/7 in the LMC Master Control from July 25th.
PRODUCTS AND SERVICES

<table>
<thead>
<tr>
<th>Beauty Camera Name and Booking Reference</th>
<th>Description</th>
<th>Rental Period</th>
<th>Cost £GBP</th>
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</thead>
<tbody>
<tr>
<td>Beauty Camera A B4.1</td>
<td>London Eye and Houses of Parliament</td>
<td>Permanent (19 days)</td>
<td>£2,500</td>
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<tr>
<td>Beauty Camera A B4.2</td>
<td>London Eye and Houses of Parliament</td>
<td>Per day</td>
<td>£250</td>
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<tr>
<td>Beauty Camera A B4.3</td>
<td>London Eye and Houses of Parliament</td>
<td>1 hour (minimum)</td>
<td>£100</td>
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<tr>
<td>Beauty Camera B B4.4</td>
<td>River Thames and Tower Bridge</td>
<td>Permanent (19 days)</td>
<td>£2,500</td>
</tr>
<tr>
<td>Beauty Camera B B4.5</td>
<td>River Thames and Tower Bridge</td>
<td>Per day</td>
<td>£250</td>
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<tr>
<td>Beauty Camera B B4.6</td>
<td>River Thames and Tower Bridge</td>
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</table>

Price is per camera split from the LMC MCR. Cabling, if required, is charged separately.

5) Cabling
For any internal cabling requirements within the LMC we will provide a quotation. Please state your specific requirements to include origin, destination, and signal.

6) Central London Live Positions
Selected to provide a variety of rich, colourful and truly iconic images of London, these location positions, managed by the London Media Centre, will deliver the perfect setting for reporting in the City.

London Live Positions are available 24/7 from July 9th. Approximately 3m x 3m they come with basic power and sun/rain cover. In some locations it is possible to hire multiple positions.

Available to hire to suit your needs:

- With or without equipment.
- With or without connectivity, to the London Media Centre OR a number of alternative broadcast/ telecom hubs.

Please contact us directly if you are interested in any of the London Live Positions on a permanent basis.
PRODUCTS AND SERVICES

Equipped positions include:

- 1 x HD Camera
- Camera Operator
- 1 x hand held microphone
- 1 x lapel microphone
- 1 x reverse audio for talkback (IFB)
- Power
- Basic lighting
- Weather proofing canopy
- Access control
- Signal monitoring (if live)
- LMC coordination and support

Unequipped positions include:

- Power
- Weather proofing canopy
- Access control
- Signal monitoring (if live)
- LMC coordination and support

Connectivity

Easynet and Etherlive are the official suppliers of connectivity.

For transmission solutions between London Live Positions and the London Media Centre connectivity is supplied via IP and dedicated broadcast connectivity. Each Live position can support a varying number of HD contribution (return feeds also available) streams back to the LMC or an alternative destination of your choice. See below.

The Live positions can offer Broadcasters the ability to transport HD video and associated audio between the iconic London Live Positions and the LMC or BT Tower as a standard service. Broadcast content will be handed off as SDI/HD-SDI format.

IP connectivity is also available at the London Live Positions to enable Broadcasters to have full network connectivity to the LMC or their own internal networks via VPN connections.

Please advise us of your connectivity requirements or options at the earliest date possible, and, in any event by the order deadline date of 31st March 2012 at the latest.

If Broadcast distribution is required from the LMC or the Live Positions beyond the standard service, (to BT Tower or LMC) signals can be handed off at a carrier or broadcast meet me location, such as Telehouse London, Paris, New York, Washington, Los Angeles, Hamburg, Hong Kong etc.

These requirements should be discussed and arranged directly with Easynet.

Please email: telecoms@londonmediacentre.co.uk
Central London Live Positions are located as follows:

**Trafalgar Square**

With its location in the heart of London, Trafalgar Square is top of the list as a tourist attraction and one of the most famous squares in the world. The positions will have a view from the higher tier in the Square looking towards Nelson's Column. From here the shot encompasses Whitehall, the famous artery housing umpteen government buildings leading South to Parliament Square.

**Southbank**

The Southbank broadcast position will offer extensive views of the River Thames, the world famous Palace of Westminster and Big Ben. In the foreground is the London Eye, the world's tallest observation wheel and the most popular attraction in the City today. The views will be from South-West to North-West.

**More London**

South West of Tower Bridge on the River Thames, this position looks directly at Tower Bridge, one of the most recognisable bridges in the world. Capture the boat traffic on the busy River Thames and watch the famous bridge opening and closing to allow ships to pass. Alongside is the historic Tower of London.
## PRODUCTS AND SERVICES

<table>
<thead>
<tr>
<th>Booking Reference</th>
<th>Central London Positions</th>
<th>Rental Period</th>
<th>Cost £GBP</th>
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<tr>
<td>B6.1.1</td>
<td>Position ONLY (unequipped)</td>
<td>Permanent/exclusive</td>
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<td>B6.1.2</td>
<td>Position ONLY (unequipped)</td>
<td>8 hours</td>
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<td>B6.1.3</td>
<td>Position ONLY (unequipped)</td>
<td>4 hours</td>
<td>£1,000</td>
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<tr>
<td>B6.1.4</td>
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<td>B6.1.5</td>
<td>Position ONLY (unequipped)</td>
<td>30 minutes (minimum)</td>
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<td>B6.2.1</td>
<td>Position (unequipped) + Connectivity to London Media Centre or BT Tower</td>
<td>Permanent/exclusive</td>
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<tr>
<td>B6.2.2</td>
<td>Position (unequipped) + Connectivity to London Media Centre or BT Tower</td>
<td>8 hours</td>
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<tr>
<td>B6.2.3</td>
<td>Position (unequipped) + Connectivity to London Media Centre or BT Tower</td>
<td>4 hours</td>
<td>£1,900</td>
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<tr>
<td>B6.2.4</td>
<td>Position (unequipped) + Connectivity to London Media Centre or BT Tower</td>
<td>1 hour</td>
<td>£750</td>
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<tr>
<td>B6.2.5</td>
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<td>30 minutes (minimum)</td>
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<td>Position + Equipment</td>
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<td>B6.3.3</td>
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<td>B6.3.4</td>
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<td>£850</td>
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<td>B6.3.5</td>
<td>Position + Equipment</td>
<td>30 minutes (minimum)</td>
<td>£500</td>
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### PRODUCTS AND SERVICES

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<th>Booking Reference</th>
<th>Central London Positions</th>
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<th>Cost £GBP</th>
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<td>B6.4.1</td>
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<td>Position + Equipment + Connectivity to London Media Centre or BT Tower</td>
<td>8 hours</td>
<td>£4,400</td>
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<tr>
<td>B6.4.3</td>
<td>Position + Equipment + Connectivity to London Media Centre or BT Tower</td>
<td>4 hours</td>
<td>£2,800</td>
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<tr>
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<td>1 hour</td>
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<tr>
<td>B6.4.5</td>
<td>Position + Equipment + Connectivity to London Media Centre or BT Tower</td>
<td>30 minutes (minimum)</td>
<td>£700</td>
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**IMPORTANT: Be sure to allow sufficient line up time in your Booking**

NB registration with the London Media Centre does not confer any rights on the broadcast or film organisation concerned to film at locations in Greater London, other than those specified above. Organisations wishing to film at other locations must obtain approval from the relevant Local Authority. Details of how to apply for such approvals can be obtained by visiting the following web address: [insert web address to filming in London](#)

It is a condition of registration with the London Media Centre that all registered broadcast and/or film organisation comply with the “Games Time Filming Guidelines for Olympic Related Filming in London” the terms of which can be found on pages 33-35. The organisation concerned will NOT be granted registration until it has produced the required evidence of Public Liability and Indemnity Insurance described in sections 8 and 9 of the Guidelines.

7) Ancillary Equipment Hire
Please advise details and technical specifications for a quotation.

8) Ancillary Telecommunications/Connectivity Services
The following broadcast telecommunications/connectivity services are available to broadcasters at the LMC and Outside Broadcast locations:

8.1) Custom Network access
Dedicated bandwidth and/or configuration, private networks. Includes site to site VPN, dedicated switches etc, dedicated data to remote sites. Price On Application

9) Broadcast Contacts
For enquiries regarding LMC broadcast facilities and live positions please contact: Caroline Ramsay: broadcast@londonmediacentre.co.uk

For specific connectivity queries in relation to LMC broadcast facilities and live positions please contact: Mike Ayres: telecoms@londonmediacentre.co.uk
GAMES TIME FILMING GUIDELINES FOR OLYMPIC RELATED FILMING IN LONDON

1. Cabling
The Production shall agree in advance with the relevant borough Film Contact regarding the appropriate use of cables, the safe laying of agreed cabling and the suitability of attaching cables to street furniture, trees, historic properties and any other relevant items. This process includes all matting, ramping and flying of cables to avoid hazards.

Please also see HSE document: Preventing Slips and Trips at work: http://www.hse.gov.uk/pubns/indg225.pdf and HSE publication: Slips and Trips: Guidance for employers on identifying hazards and controlling risks HSG155 HSE Books

2. Coning for Parking
The Production acknowledges that cones have no legal force to secure parking and their use shall be agreed in advance with the relevant local borough/venue film contact

3. Camera Cranes / Jibs / Cherry Pickers
Camera cranes / jib arms
In advance of the shoot, the Production shall discuss and agree with the relevant film contact, and any other relevant authorities, the specific camera crane or jib arm to be used, and the positioning of such equipment.

Cherry pickers
In advance of the shoot, the Production shall discuss and agree with the relevant film contact, and any other relevant authorities, the specific cherry picker to be used, and the positioning of such equipment. It may be necessary for the relevant authority to carry out a highway inspection both before and after a cherry picker is used.

Camera cranes, jib arms and cherry pickers must be tested and have proof of documentation and shall be operated by certified qualified technicians. Productions shall agree to consult codes and guidance from recognised bodies such as ASPEC’s Guidance in the Provision and Safe Operation of Cranes, and shall carry out a risk assessment where using such equipment.

Camera cranes and cherry pickers, and in some cases, jib arms are likely to require a licence from the relevant Local Authority. Rigging and de-rigging shall be undertaken with respect for local residents and in accordance with the statutory obligations governing noise levels.


4. Filming from Vehicles
For the avoidance of doubt this section refers to, but is not limited to filming using low loaders, tracking vehicles and a-frames. The Production shall agree to consult with the Police and relevant Highways and Traffic Authority (via the Borough Film Service where it is not a Highways Agency or Transport for London road) when filming from a moving vehicle on a public road. All Road Traffic Legislation must be complied with subject to the grant of any concessions by the Highways and Traffic Authority and the Police.

For further information, see HSE Information Sheet number 22: Safe filming and recording involving vehicles: http://www.hse.gov.uk/pubns/etis22.pdf

5. Health & Safety
The Production is bound by law to take reasonable care and measures to ensure that a healthy and safe working environment is created and maintained for all. All relevant Health and Safety legislation must be abided by. Failure to follow appropriate Health & Safety procedures may invalidate any insurance.
5.1 High Visibility Clothing & Personal Protection Equipment
The Production must ensure that the appropriate level of safety clothing is worn for the safety of the crew when filming on the public highway and in the public domain.

There is a new Act, entitled the Corporate Manslaughter and Corporate Homicide Act 2007, in force that affects Production. Please refer to the Film London website for more information on this Act. The address is: filmlondon.org.uk

Please also see: HSE Free information Line 08701 545500, HSE Publications 01787 881165
HSE Website: www.open.gov.uk/hse/entertainment and HSE Information Booklet
360 Health and Safety in Audio Visual Production – Your Legal Duties

6. Historic & Cultural Locations
The Production shall adhere to any conservation regulations laid down by the respective film contact.

7. Parking
The Production shall submit detailed parking plans to be discussed and agreed with the film contact; in particular for on-street parking for technical vehicles, equipment and bays to be reserved for continuity.

The Production shall make every effort to find off street parking for all facilities vehicles.

The Production shall not obscure mandatory or warning traffic signs when parking vehicles on highways that are not closed.

Parking charges are detailed on each Borough Film Service’s rate card.

8. Public Liability Insurance
The Production shall provide a copy of Public Liability Insurance to the London Media Centre for all location filming and agree to indemnify the location owner or representative against any claims arising as a direct result of the activities of the Production.

Indemnity & Insurance
The Production shall obtain and produce to the London Media Centre a copy of the relevant insurance needed before shooting commences.

The need for insurance is governed by statutory obligation.

9. Rivers & Waterways
When planning to film on any waterway, the Production must liaise with the film contact from the relevant governing body as early as possible. Specific health and safety measures will apply. Port of London Authority and Inland Waterways Association are the relevant bodies.
# ACCOMODATION AND TRANSPORT

## Travel Services

A list of suppliers can be found below with contact details.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Address</th>
<th>Tel</th>
<th>Fax</th>
<th>Email</th>
<th>Web</th>
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<tbody>
<tr>
<td>Travel Places</td>
<td>Travel Places London</td>
<td>+44 (0)20 3117 0870</td>
<td>+44 (0)20 3117 0879</td>
<td><a href="mailto:events@travelplaces.co.uk">events@travelplaces.co.uk</a></td>
<td><a href="http://www.travelplaces.co.uk">http://www.travelplaces.co.uk</a></td>
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<tr>
<td></td>
<td>Studio 12 Swan Court</td>
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<tr>
<td>All In One Tours Ltd</td>
<td>25 Lower Road</td>
<td>+44 (0)20 7237 3377</td>
<td>+44 (0)20 7237 1123</td>
<td><a href="mailto:info@allinonetours.co.uk">info@allinonetours.co.uk</a></td>
<td><a href="http://www.allinonetours.co.uk">http://www.allinonetours.co.uk</a></td>
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<tr>
<td></td>
<td>13 City Business Centre</td>
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<td>SE16 2XB</td>
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<tr>
<td>Spectra</td>
<td>12/15 Hanger Green</td>
<td>+44 (0)20 8601 2400</td>
<td>+44 (0)20 8991 2483</td>
<td><a href="mailto:spectra@spectra-dmc.com">spectra@spectra-dmc.com</a></td>
<td><a href="http://www.spectra-dmc.com">http://www.spectra-dmc.com</a></td>
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<tr>
<td>Kuoni Travel Ltd</td>
<td>19 South Molton Lane</td>
<td>+44 (0)20 7734 7061</td>
<td>+44 (0)20 7734 7066</td>
<td><a href="mailto:dmc.lon@uk.kuoni.com">dmc.lon@uk.kuoni.com</a></td>
<td><a href="http://www.kuoni-incoming.com">http://www.kuoni-incoming.com</a></td>
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<tr>
<td>EC Travel</td>
<td>535 Kings Road</td>
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<td>NW7 0FB</td>
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<tr>
<td>Wedgewood Britain</td>
<td>7 Prescot Street</td>
<td>+44 (0)20 7265 7000</td>
<td>+44 (0)20 7265 7070</td>
<td><a href="mailto:sales@wedgewood.co.uk">sales@wedgewood.co.uk</a></td>
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Public Transport
Information on all forms of public transport in London and how to get around can be found at tfl.gov.uk. This includes real time information, routes and maps, journey planner and online tickets sales for the Tube, Overground, Buses, DLR, River and Trams services.

Oyster and Travel cards
 Visitors to London can buy an Oyster card or paper Travelcard from all TfL stations, at any of the 4000 Oyster Ticket Stops in London or from TfL Travel Information Centres. In the majority of cases, Oyster Pay As You Go will provide the cheapest fare for journeys around the Capital.

Visitors can also buy a Visitor Oyster card online and have it delivered to them before they leave home. Visitor Oyster can be delivered to most parts of the world. For further information and to find out if you can order your Oyster card in advance, visit http://visitorshop.tfl.gov.uk/.

Taxis and minicabs
In London only taxis (black cabs) may be hailed by customers and picked up off the street. Minicabs cannot accept fares that have not been booked in advance. Contact details for taxis can be found by visiting tfl.gov.uk or texting the word “CAB” to 60835 (Users of 3 and overseas networks must enter different information. See tfl.gov.uk/cabwise for details and charges).

Visitors from overseas can also access the Cabwise service by texting their location (street name and partial postcode e.g. Victoria St SW1) to the number +44 (0)7797 800 229. The cost of this service will be charged at your network’s standard roaming rate per enquiry.

Cycle Hire
The Cycle Hire scheme is open to use by all Londoners and visitors whenever they wish without registering for membership. Anyone with a Visa or MasterCard credit/debit card or Visa Electron is able to go to any of the Capital’s docking stations across central London and follow simple on screen instructions at the terminal to release a Cycle Hire bike.

The bikes are available 24 hours a day, seven days a week. Once the customer has purchased their access period (for either 24 hours or seven days) the first 30 minutes of any journey will be free of usage charges. The scheme will be expanding eastwards towards the Olympic Park by Spring 2012. For further information visit www.tfl.gov.uk/cyclehire

Rental Vehicles
We regret that we are not able to offer rental cars through the rate card. Media organisations wishing to rent cars locally will need to make their own arrangements.
Accessibility at the London Media Centre

The London Media Centre is based at One Great George Street aims to provide an accessible service to all. Below are details on what facilities are available:

• One Great George Street has a lift at the front entrance for wheelchair users and those with limited mobility. The lifts are not immediately visible and so clients will need to press the bell at the bottom of the stairs to be connected to our reception desk, who will activate the lift for you.

• All corridors in the venue are suitable for wheelchair access and there are two passenger lifts large enough to accommodate a standard wheelchair (width 0.8m). There is also a wheelchair available, which can be used whilst in the venue. Please ask at reception if you require this.

• A lightweight portable ramp is available to enable better access to stages and platforms. A permanent ramp up to the stage in the Telford Theatre has also been installed.

• There are two accessible unisex toilets available in the building. One is on Lower Ground One in close proximity to the lift and the other, again near the lift on the First Floor. The toilets are suitable for wheelchair users and are both equipped with an emergency alarm.

• Induction Loops are permanently fitted in both the Telford and Godfrey Mitchell Theatres and at reception. Two portable hearing loops are also available for use in our other rooms. If you require the use of these please ask at reception or email info@londonmediacentre.co.uk.

• Strobe fire alarms for the hearing impaired are installed throughout the venue.

• All service dogs are welcome.

Please speak with a member of the LMC if you have further questions regarding accessibility or would like assistance on arrival.
ACCESSIBILITY AND DIRECTIONS TO THE LONDON MEDIA CENTRE

Directions to the London Media Centre

• By London Underground: Both Westminster (Exit 6) on the District, Circle and Jubilee lines, and St James’s Park on the District and Circle lines, are just 5 minutes walk away.

• By Rail: London’s mainline stations at Waterloo, Victoria and Charing Cross are minutes away by foot or by Underground.

• By Bus: Numerous bus routes pass within a 1-2 minute walk of One Great George Street. Bus routes stopping near Parliament Square include: 3, 11, 12, 24, 53, 77a, 88, 148, 159, 211 and 453.

• By Car: Parking is available at Westminster City Council’s car parks in Abingdon Street and on the south side of Trafalgar Square. Limited meter parking is also available in and around adjacent streets.

• Disabled Parking: The nearest Blue Badge disabled parking bay is located on Matthew Parker Street (drive down Storey’s Gate to the west of the venue and take the second right). Alternatively, a little further away, there are bays on Old Queen Street and Queen Anne’s Gate. These Blue Badge bays offer free parking for up to 4 hours between 08.30 and 18.30 Mon-Fri and unlimited parking at any other time.
REQUEST FOR PRODUCTS OR SERVICES

To secure the products or services you require at the London Media Centre please complete the order forms.

Order forms
You will find three order forms attached:

Form A) Private Office Space and Telecommunications
Form B) Broadcast
Form C) Special Requests

Please complete the form for the services you require and send this to the corresponding email, physical address or fax machine at the bottom of the form and your order will be processed.