

MEETINGS AND EVENTS GUIDE

Marriott.
LONDON
GROSVENOR SQUARE



Over the last 20 years the London Marriott Grosvenor Square has been the choice for high-profile functions, from awards ceremonies to royal events. And it's not hard to see why.

We have the grand 1,000-capacity Westminster Ballroom – one of the largest pillar-free spaces in London. We have a range of state-of-the-art conference suites from the versatile Whitehall to the sleek new Mayfair seating from two to 200. And with our world-class event planners and on-site technical support team on hand to take care of every minute detail, you can rest assured that your event will run seamlessly.

However large or small your event, use the floor plans, seating layouts and capacity charts in this guide to find your perfect space at the Square.

- 14 meeting rooms
- 1,324m² (14,252 ft²) of flexible event space
- Up to 1,000 guests
- Your own dedicated Event Planner
- Experienced Event Management Team
- On-site technical and AV specialists
- Guest Relations and Concierge Team
- State-of-the-art conference facilities
- Kosher capabilities
- 5-star catering
- Green events policy
- Business Centre
- High-speed WiFi throughout

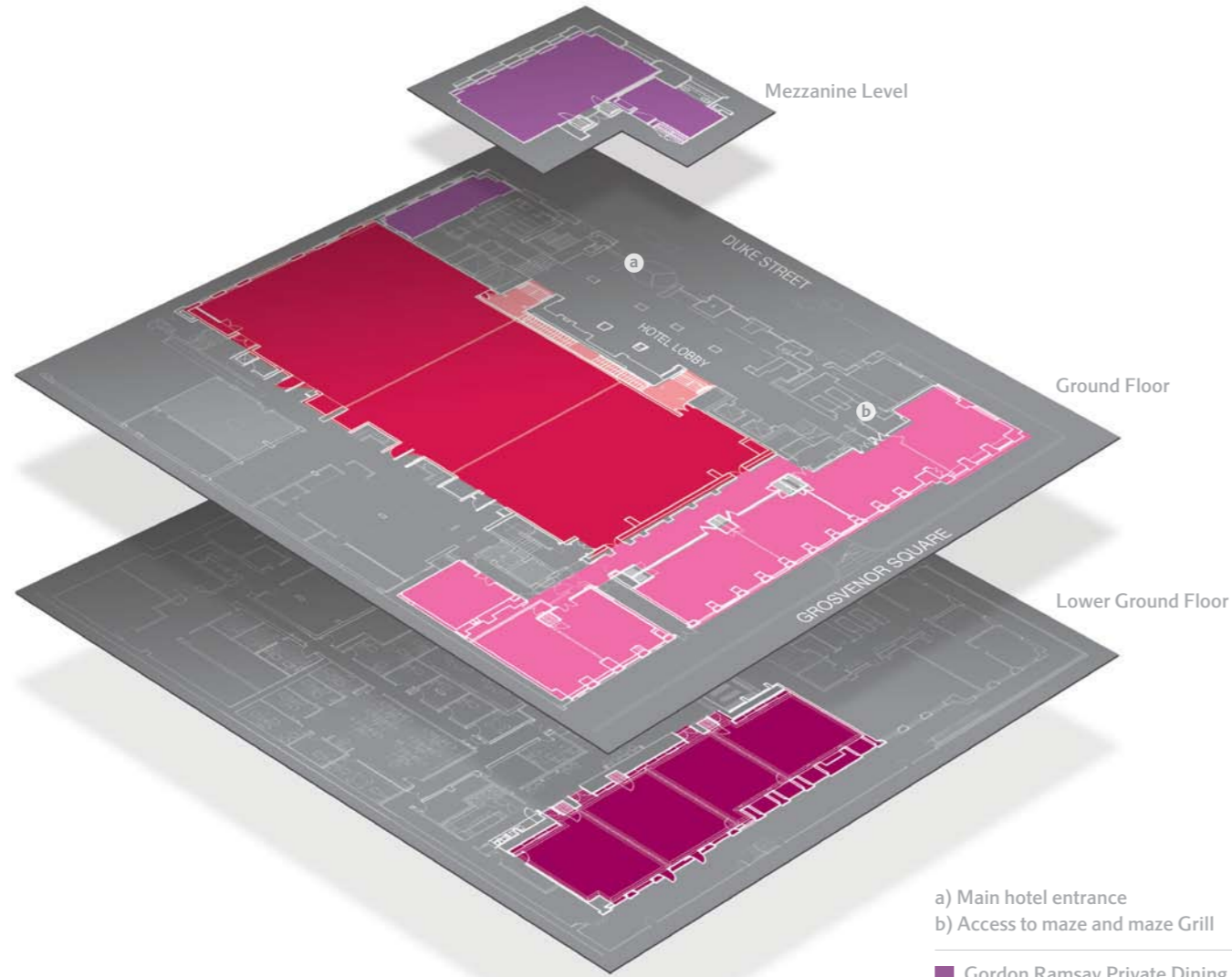
YOUR PERFECT EVENT SPACE IS SQUARE



START SHAPING YOUR PERFECT EVENT NOW

With 14 flexible meeting spaces spread over two floors, whatever event you're looking to host, Grosvenor Square has the perfect venue.

Use the following pages to find the perfect size of space for your event then decide on a room layout below. If you have any questions or would like any help deciding, please feel free to call our world-class event sales team anytime on 020 7493 1232.

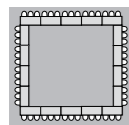


- a) Main hotel entrance
- b) Access to maze and maze Grill

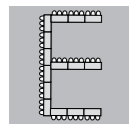
- Gordon Ramsay Private Dining
- The Westminister Ballroom
- The Whitehall Suite
- The Mayfair Suite
- Double Marble Staircase

ROOM SETUP EXAMPLES

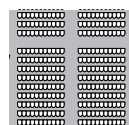
Of course, we can set up your event space any way you wish, but here are our standard room layout examples.



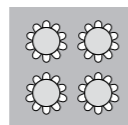
HOLLOW SQUARE
Perfect for interactive discussions and note-taking sessions for fewer than 25 people.



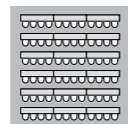
E-SHAPE, U-SHAPE AND T-SHAPE
Suited to groups of fewer than 40 people, these layouts are ideal for meetings and events where a leader needs to be seated at the head of the setup.



THEATRE
Classic presentation layout for large sessions and short lectures that do not require extensive note-taking. A convenient setup to use before breaking into discussion or role-playing groups because chairs can easily be moved.



BOARDROOM AND ROUNDS
This layout is generally used for meals and sessions involving small group discussions. A five foot round table seats eight, whereas a six foot round table seats 10.

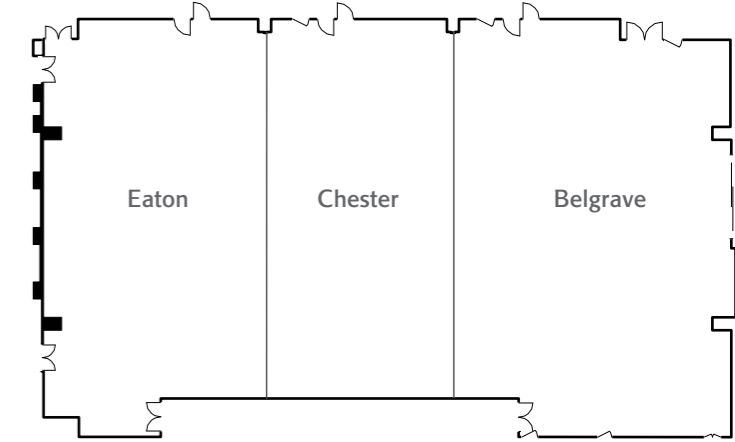


CLASSROOM
The most desirable setup for longer lectures to medium and large-size groups where note-taking is required. Tables allow attendees to spread out materials and refreshments.

RECEPTION
Stand-up social function where beverages and light foods are served. Foods may be presented on small buffet tables or served by waiters.

THE WESTMINSTER BALLROOM

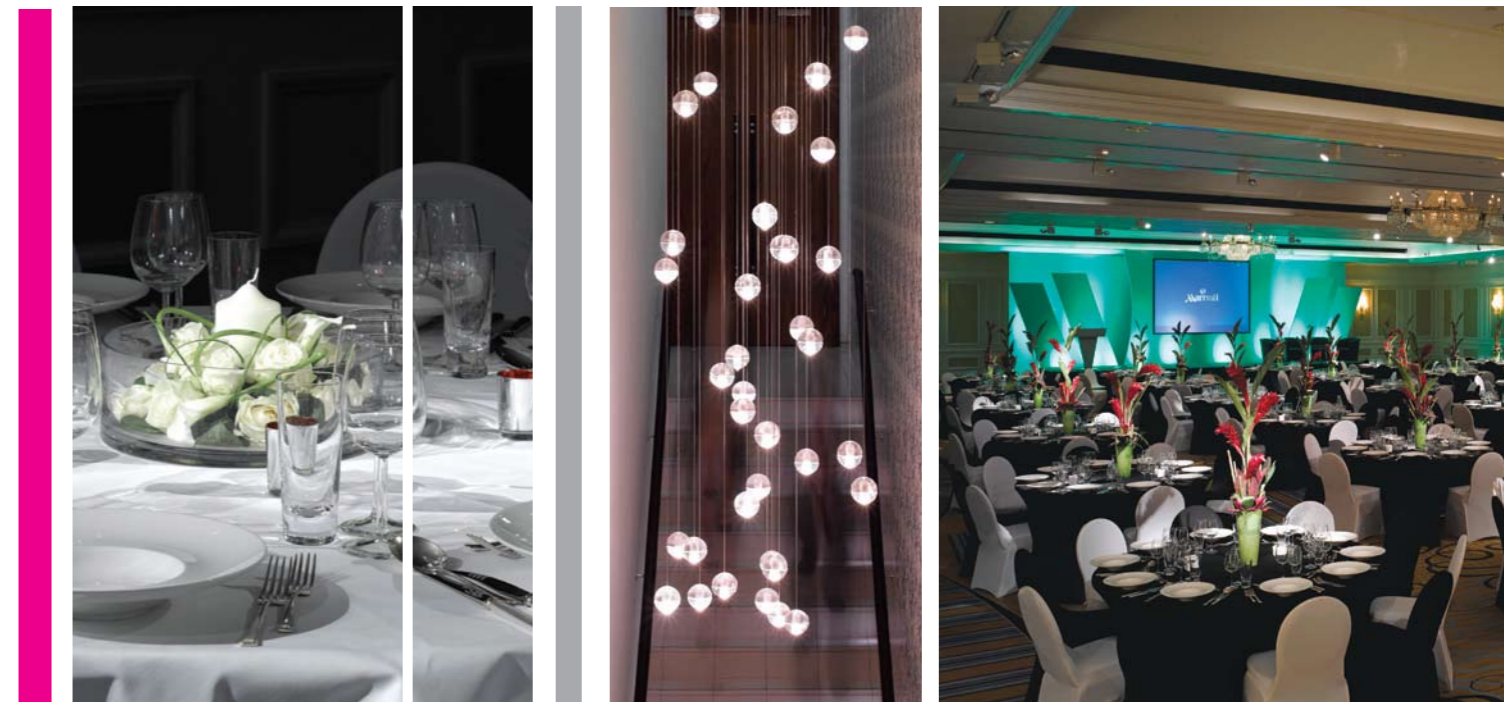
At 765m² this is one of the largest pillar-free spaces in the whole of London – accommodating up to 1,000 guests as one magnificent ballroom or easily divided into three separate rooms for ultimate flexibility.



MEETING ROOM CAPACITIES	Westminster Ballroom	Belgrave Room	Belgrave/Chester	Chester Room	Chester/Eaton	Eaton Room
DINNER DANCE ¹	450 (T10)	100 (T10)	260 (T10)	60 (T10)	230 (T10)	90 (T10)
	552 (T12)	120 (T12)	312 (T12)	72 (T12)	276 (T12)	108(T12)
CLASSROOM (Front Projection)	462	180	330	84	234	96
CLASSROOM (Back Projection)	314	120	244	60	182	72
THEATRE (Front Projection)	900	300	550	160	430	180
THEATRE (Back Projection)	700	180	440	120	340	120
CABARET (Front Projection)	308	140	175	84	175	84
CABARET (Back Projection)	280	112	140	56	140	70
BOARDROOM ²	120	60	90	50	90	60
U-SHAPE ²	120	70	110	70	80	80
RECEPTION	1000	250	600	180	450	200
LUNCH/DINNER ROUNDS ¹	550	200	360	150	300	150
STAND UP BUFFET	750	220	450	150	400	200
SIT DOWN BUFFET	450	180	300	120	240	130
EXHIBITION STANDS ³	36	12	24	10	23	11

SIZE CHART (M)	Length	Width	Height
COMPLETE SUITE	35.5	21.5	3.96
BELGRAVE ROOM	21.5	14	3.96
CHESTER ROOM	21.5	10.3	3.96
EATON ROOM	21.5	11	3.96

- ¹ Based on round tables of 10 guests
- ² Based on Front Projection (AV)
- ³ Based on 8ft stand



THE WHITEHALL SUITE

Beaming with natural light and overlooking the picturesque Grosvenor Square, the Whitehall Suite is ideal for corporate functions, meetings and pre-functions to the Westminster Ballroom. Offering over 350m² of space, the sublime Whitehall Suite can be partitioned into three individual rooms or opened out into one huge area. And should you need additional function space, simply add one or all of the adjoining Berkeley, Sloane and Portman rooms.



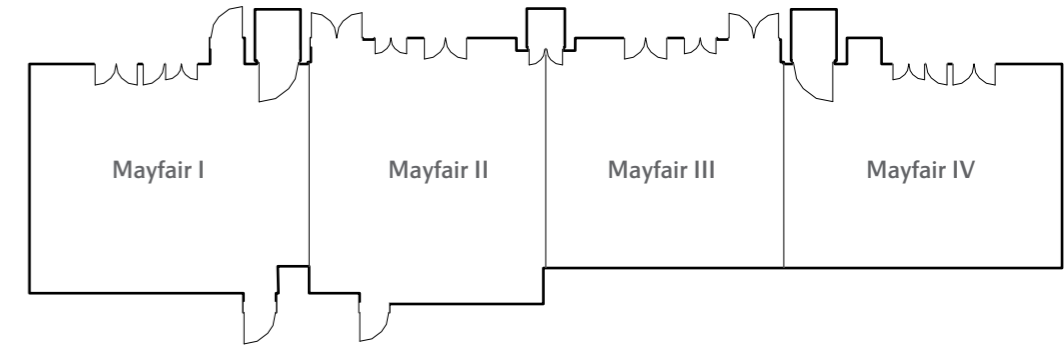
MEETING ROOM CAPACITIES	Whitehall Suite	Cavendish	St. James	Hanover	St. James/Hanover	Berkeley	Sloane	Sloane/Berkeley	Portman
CLASSROOM (Front Projection)		34	24	36	50	36	24	60	12
CLASSROOM (Back Projection)									
THEATRE (Front Projection)		60	36	54	90				20
THEATRE (Back Projection)									
CABARET ² (Front Projection)		30	20	30		20	10		
CABARET (Back Projection)									
BOARDROOM ³		18	20	26	46	20	12	26	12
U-SHAPE ³		24			50				
RECEPTION	552	70	50	80	140	50	30	140	24
LUNCH ROUNDS ¹	164	40	32	48	60	32	16	48	12
STAND UP BUFFET	300	60	26	50	74	36	20	50	
SIT DOWN BUFFET	160	40	16	40	60	20	12	40	
EXHIBITION STANDS ⁴	24	6	5	7	10	64	10		

SIZE CHART (M)	Length	Width	Height
COMPLETE SUITE	40	6	2.2
THE CAVENDISH	8.5	5.5	2.2
THE ST. JAMES	8.5	5.5	2.2
THE HANOVER	11.5	5.5	2.2
BERKELEY	7.9	5.9	2.2
SLOANE	6.2	4.7	2.2
PORTMAN	5.1	7.1	2.2

- ¹ Based on 4ft rounds of 8 guests per table
- ² Based on 4ft rounds of 5 guests per table
- ³ Based on Front Projection (AV)
- ⁴ Based on 8ft stand
Exhibition stands – Max height 6.6ft

THE MAYFAIR SUITE

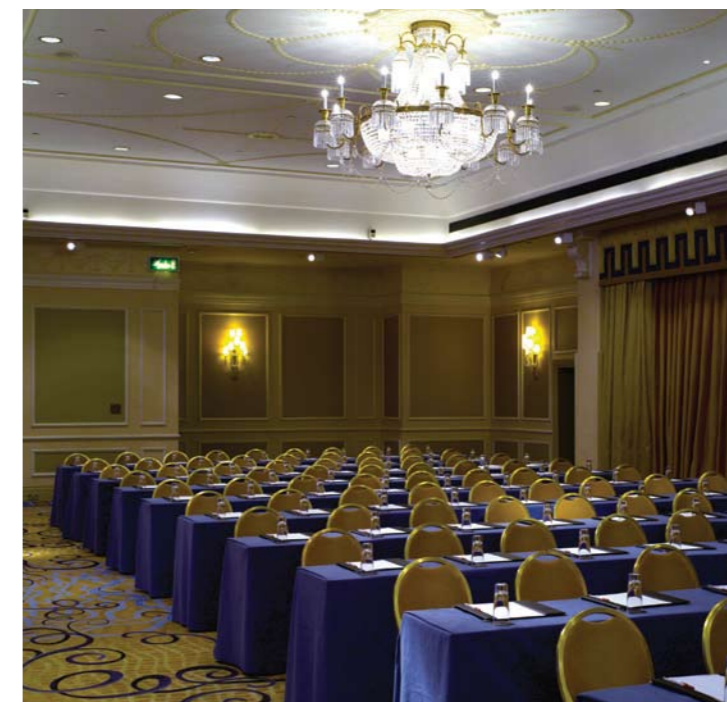
Opened in 2009, the Mayfair Suite is our newest and most modern meeting space. Accessed via a stunning double marble staircase from the main conference level, this Suite is perfect whether you're looking for an independent event space or something to use in conjunction with the Westminster Ballroom. And with 250m² that can be used as one large space or four individual rooms, the Mayfair Suite fits around you.



MEETING ROOM CAPACITIES	Complete Mayfair Suite	MI	MII	MIII	MIV	MI/MII	MI/MII/MIII	MII/MIII	MII/MIII/MIV	MIII/MIV
CLASSROOM (Front Projection)	90	18	18	18	14	36	72	36	50	36
CLASSROOM (Back Projection)										
THEATRE (Front Projection)	240	50	50	50	40	120	180	100	150	120
THEATRE (Back Projection)										
CABARET ² (Front Projection)	54	18	18	18	12	36	42	36	54	36
CABARET ² (Back Projection)	72	24	24	24	16	40	54	48	72	40
BOARDROOM ³	72	18	18	18	14	36	54	36	54	36
U-SHAPE ³	72	18	18	18	18	36	54	36	54	36
RECEPTION	180	50	50	50	50	100	150	100	150	100
LUNCH ROUNDS ¹	150	40	40	40	30	80	100	80	120	80
STAND UP BUFFET	180	50	50	50	40	100	150	100	150	100
SIT DOWN BUFFET	80	20	20	20	30	40	60	40	60	40

SIZE CHART (M)	Length	Width	Height
COMPLETE SUITE	31	7.1	2
MAYFAIR I	7.4	7.6	2
MAYFAIR II	8	7.5	2
MAYFAIR III	7	7.1	2
MAYFAIR IV	8.7	7.1	2

- ¹ Based on 5ft rounds of 10 guests per table
- ² Based on 5ft rounds of 5 guests per table
- ³ Based on Front Projection (AV)



If you would like further information about any of our meetings and events facilities, or if you'd like to come and see them in person, please don't hesitate to contact us.

The London Marriott Hotel, Grosvenor Square, London W1K 6JP

For hotel bookings

T: +44 (0) 20 7493 1232

F: +44 (0) 20 7514 1528

For Gordon Ramsay Private Dining

T: +44 (0) 20 7592 1373

F: +44 (0) 20 7592 1366

marriottgrosvenorsquare.com

