

### The Gallery

The Gallery is situated at the entrance to the main Eden site adjacent to the Visitors Centre. It's high ceiling, spectacular views; with a wall of windows making the most of the panorama over the site and proximity to the Biomes offers a unique opportunity for any event.

### Timings of your event

We require all timings/ itineraries for your event 10 days before your event commences. If you have any technical requirements we advise discussing these with our technician prior to the event and that presentations are sent in advance to avoid last minute hitches! Unfortunately we may not be able to accommodate changes to timings or equipment without the required notice.

### Delegate numbers

We require final attendant numbers 10 days before your event commences - this is when the final costs for your event are calculated. Please also provide a guest list for your delegates in e-mailable format.

### Media

The Media Office must be notified of any events likely to have press or media involvement. Direct telephone: 01726 811941

Use of branding materials outside of your venue is not permitted. All signage and marketing information for your event must be approved before use.

### Disabled Access

"We aim to make Eden as accessible as possible and we are working to maximise access for all". Access volunteers are available to assist disabled delegates around Eden and wheelchairs can be booked from us in advance (subject to availability).

The Gallery is completely accessible for disabled delegates and a hearing loop is available for your delegates, although you must book this in advance..

### Refreshments & Catering

Our buffet menus have a suitable balance between vegetarian produce and meat produce. If you have any delegates with a specific dietary requirement, (vegan, nut allergies, etc) please let us know. Our chefs will do their best to accommodate any specific dietary requirements however this cannot always be guaranteed.

Please see details of your booked requirements on your booking form. If you have not pre-booked refreshments, you can purchase food and drinks during our normal opening hours (seasonally dependent), from the following areas:

- Zzub Zzub, Med Kitchen, Pasty & Café Bar - ground floor of the Link Building
- Jo's Café on the top floor of the Core Building
- Apple Café in the Visitor Centre
- Alpine Hut on the Stage

### Room layout

Capacities for the venues depend on what style of seating you require. If you intend on bringing trade stands you will need to consider the venue you have booked. Capacities are stated on our event information and do not include extra room for trade stands.

### Setting up your venue

We will happily set out your chosen seating arrangement, registration table and refreshment station. We will also provide any tables you may need for trade stands however it will be your responsibility to set these up.

Cntd...



## Setting up your venue (cntd)

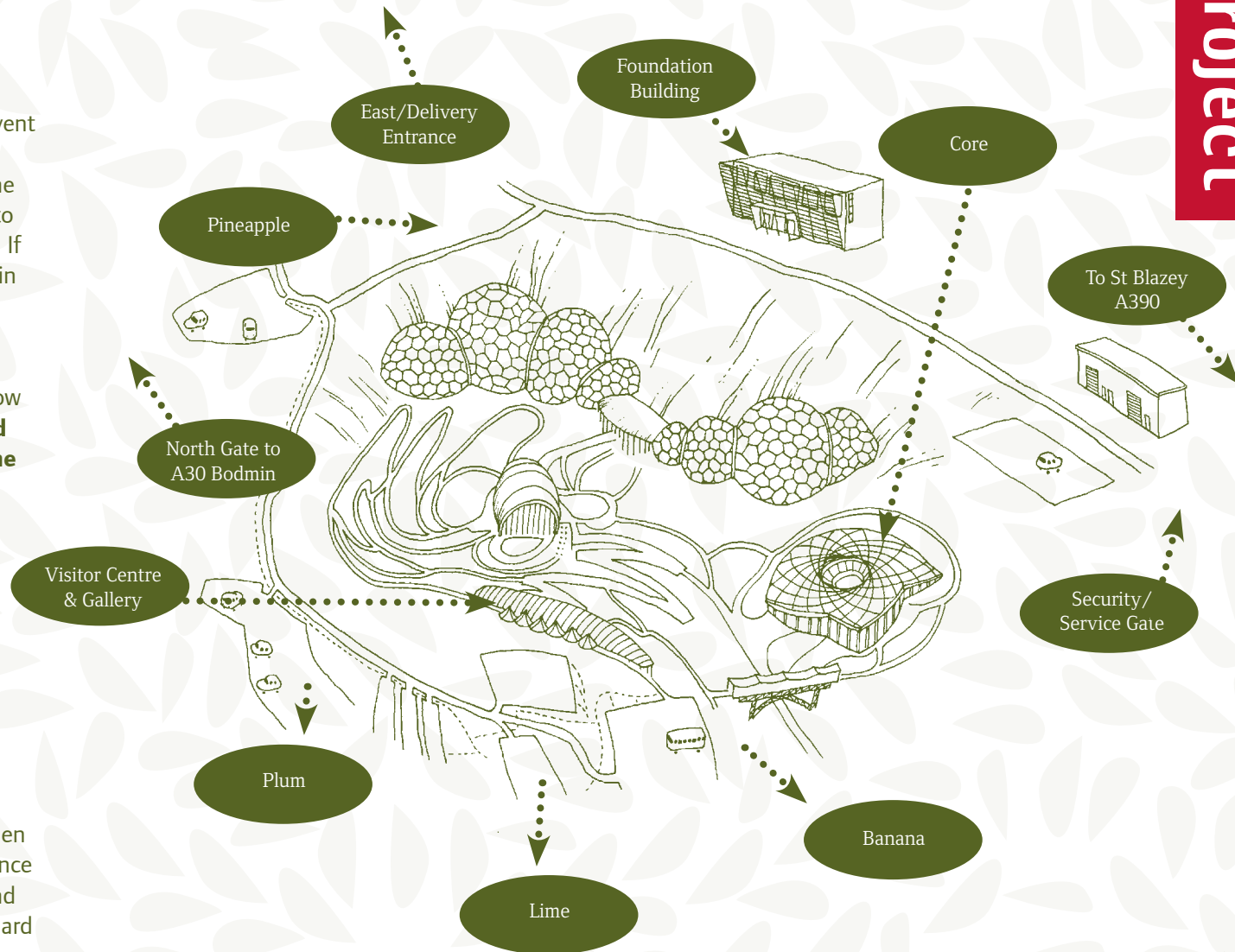
You may gain access to your venue to set up before your event commences (subject to access) on the evening before and the morning of your event. Timings for this will vary with the time of year and the level of access needed, and will need to be agreed in advance by the Events & Hospitality Manager. If we are not informed in advance, you may not be able to gain access.

If for any reason you need to drop something off at the Gallery, which cannot be carried, you will need to let us know beforehand. **Please note that parking is only permitted for 5-10 minutes, with a maximum of 2 cars at any one time.**

Once you have permission you can drop off at the Gallery, however you must move your car and park in one of our main car parks before the site opens. No vehicles are allowed on site when the site is open to the public. **When you arrive to set up your venue, you will be required to enter through the service gate if the main gate is closed.**

## Directions to the service gate:

Approaching from the A30, follow the road signs for the Eden project, which will take you to the main "North gate" entrance on your right. If the main gate is closed carry straight on and take the next right turn to St Blazey Just after "Henry Orchard Scrap". After approximately one mile, you will pass the main "East gate" entrance on your right. Carry on along this road and take the next right sign posted "service vehicles". This will bring you to the service gate.





## Delegate Arrival

For maps and detailed directions please use the Eden Project website at [www.edenproject.com](http://www.edenproject.com)

Please use Pineapple car park on the day. If you have site entrance included in your event please move your car down to our main car parks for ease of departure. Disabled parking is available in Apple 2, and parking for coaches and mini buses in Banana. Follow the signs from the car parks to the main Visitors Centre, please give your name at the Customer Services desk to gain entry.

## Timings

**Winter** = End of October through to mid March\*

The Visitors Centre will be open from 10.00am for access to the site. The biomes are open until 4.30pm, last entrance to site is 3.00pm

**Summer** = Mid March through to End of October \*

The Visitors Centre will be open from 9.00am for access to the site. The biomes are open until 6.00pm, last entrance to site is 4.30pm.

\*Please contact us for exact dates, if you need access for your delegates outside of opening hours.

## Toilet facilities

The Gallery has toilets located across the covered walkway opposite, with disabled and baby changing facilities situated on both floors.

## Smoking

Please note all our buildings are no smoking, if you would like to smoke you are able to do so outside, on the terrace.

## Clothing and footwear

Eden is a large site, therefore please advise delegates to wear suitable footwear. The Rainforest Biome has an average temperature of 28 degrees centigrade, therefore it is best to wear layers of clothing that can be removed in this area, and we do not recommend exposure of more than 40 minutes without a break.

**If you have any questions or concerns please contact Rebecca Le Boulanger on 01726 811988 or [rlboulanger@edenproject.com](mailto:rlboulanger@edenproject.com)**

