2013 June UCL Graduation Ceremonies
Royal Festival Hall Venue Guide

This guide is supported by the ***RFH full floorplan.pdf*** and ***Access Guide*** which provide more detailed information about accessibility at the Royal Festival Hall. These documents are available to download from our website: www.ucl.ac.uk/graduation.

The Royal Festival Hall has facilities spread over six levels. To assist visitors with locating rooms within the building it is separated into two sides, the Green Side and the Blue Side. This guide will refer to levels and sides to help you find our services within the building.

The Ceremony and Reception

The graduation ceremonies will be held at the **Royal Festival Hall** which is located within the Southbank Centre, Belvedere Road, London, SE1 8XX.

Your ticket also allows entry to a light canapé and drinks reception held immediately after the graduation ceremony in the Blue Bar and the Green Bar located on Level 4 of the building.

Tickets

Tickets are purchased in advance by the graduand. The deadline to purchase tickets was 30 April 2013. Tickets are collected by **the graduand** on the day of the ceremony from the UCL Registration Desk which will be located next to the complimentary cloakroom on Level One of the Royal Festival Hall. Registration will close 30 minutes before the start of the ceremony and so it is important that you leave plenty of time to register and collect your tickets. Only graduands can register and collect tickets.

The Royal Festival Hall has a limited number of seats that require minimal or no use of stairs. It is therefore essential that you contact us to inform us if you require specific seating as soon as possible.

Traveling to the Royal Festival Hall

As the Southbank Centre is situated in the heart of London it is well served by all means of public transport and we strongly advise you to use public transport to reach the venue. It is a short distance from Covent Garden, Waterloo, Embankment and Westminster underground stations and minutes from London Charing Cross and London Waterloo mainline train stations. To help you plan your route, please use the journey planner on the Transport for London website: www.tfl.gov.uk.

Parking at the Royal Festival Hall

The Royal Festival Hall is within the Congestion Charge Zone. For more information visit: www.cclondon.com or call 0845 900 1234.

The Southbank Centre has two car parks, operated by Apcoa Parking UK:
Southbank Centre Car Park - Hungerford Bridge
Southbank Centre Car Park - Hayward Gallery

A pay-on-foot parking system is in use in both car parks. For enquiries please call: 020 7620 0397 or refer to the Southbank Centre website: www.southbankcentre.co.uk/visitor-info/parking.

Blue Badge Holders
Parking at Southbank Centre's car parks is free to visitors who display a Blue Badge and are attending a paid, ticketed event at Southbank Centre. Please refer to our ***Access Guide*** for further details.

Inside the Auditorium

You will be given your ticket and those of your guests when you register at the Registration Desk upon your arrival at the venue. The door by which you should access the auditorium and your seat number will be printed on your ticket.

Quick Guide to locations of Facilities and UCL Graduation Services

Level One
Registration Desk
Complimentary Cloakroom
Toilets

Level Two
Information Desk - Foyer
Robe Collection (*J Wippell & Co. Ltd*) - Blue Side Foyer
Traditional Graduation Photography (*H Tempest Ltd)* - Clore Ballroom
Photography payment area (*H Tempest Ltd)* - Green Side Foyer
Merchandise (*Sense Business Development)* - Green Side Foyer
Toilets
Riverside Terrace Café
Central Bar

Level Three
Studio b3 Graduation Photography (*H Tempest Ltd)* - Sunley Pavilion (Green Side)
Toilets
Level Three Function Room - Blue Side
Skylon Restaurant - Blue Side
Door A into auditorium - Blue Side
Door G into auditorium - Green Side

Level Four
Graduation Receptions - Blue Bar & Green Bar
Robe Return - Outside of Blue Bar & Green Bar
Door B into auditorium - Blue Side
Door H into auditorium - Green Side
Toilets

Level Five
Doors C & D into auditorium - Blue Side
Doors J, K & L into auditorium - Green Side
Toilets
Balcony Bar & Terrace

Level Six
Doors E & F into auditorium - Blue Side
Doors M & N into auditorium - Green Side
Toilets
Members' areas & bars

First Aid & Information
Our graduation ceremony staff members will be easy to spot wearing their purple sashes. They will be able to answer any questions you have and will be able to direct you to the nearest first aid assistant. You can also find assistance at the Information Desk (Level Two Foyer).

Food and Drink
There are several places to eat and drink in and around Royal Festival Hall and the Southbank Centre. For more details please refer to www.southbankcentre.co.uk/visitor-info/shop-eat-drink**.**

Telephones
There are public telephones on Level Four near the coffee bar. One of these phones is on a lower level suitable for wheelchair users.