

## VENUE DETAILS

SIG hosting \_\_\_\_\_ Date \_\_\_\_\_

### Contact

<b>Host company name</b>	SAP
<b>Venue address</b>	The Magic Circle 12 Stephenson Way Euston London NW1 2HD
<b>Host contact</b>	Tom Payne.
<b>Telephone</b>	+44 7966 975316
<b>E-mail</b>	darrent@themagiccircle.co.uk
<b>Event organiser if different from above (ie PA, marketing)</b>	

### Venue

<b>Meeting room capacity</b>	Devant Room as boardroom 30, as reception 100, as formal dining 80, as theatre style 80 Club Room as boardroom 50, boardroom 25, reception 65, dining 50 Magic Circle Theatre holds 162
<b>Car parking onsite?</b>	No
<b>If no, alternative parking</b>	On street and car park at Euston
<b>Disabled parking onsite?</b>	On street, outside
<b>Date attendees list required</b>	7 days prior to your event

### Security

<b>Are car registration numbers required?</b>	No
<b>Other security requirements</b>	None

### Audio/Visual Equipment

<b>Dial up facilities?</b>	No. Wifi
<b>Meeting room equipment</b>	Boardroom, projector screen, projector, tables etc.

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### Location

<b>Nearest motorway/jct</b>	M1, Jct 1
<b>Distance from motorway</b>	7 miles
<b>Nearest airport</b>	Heathrow
<b>Distance from airport</b>	19 Miles

## VENUE DETAILS

### Location cont'd

<b>Nearest mainline train station</b>	Euston
<b>Distance from train station</b>	1 minute

### Accommodation

<b>Hotels in area</b>	Ibis, Euston Square Hotel, Premier Inn, Hilton London Euston,
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### Other details

Please enter any other information/requests below:

Please complete and return to Kirsten at [kirsten.boucher@sapusers.org](mailto:kirsten.boucher@sapusers.org) including copy of location map or web link to map