



# Accessibility Guide

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This accessibility guide has been produced by London Clubs International to assist visitors with a disability who intend to visit our Head Office.

If you think you may need extra help, please inform your host well in advance of your arrival (020 7518 0000).

## Hours of business

- We are open from 9:30am to 5:00pm

## Car Parking

- A car park is available under our Head Office. It is run by National Car Parks but does not have disabled parking bays.
- We recommend that you visit Westminster City Council's web site for more information on disabled parking.

Available at:

<http://www.westminster.gov.uk/services/transportandstreets/parking/masterpark/disabledparking/>

## Main Entrance & Reception

- Our single public entrance is situated in Brick Street
- Please note that several steps lead up from our Reception to the ground floor offices. A ramp can be deployed for wheelchair users but it is quite steep because of the limited size of our Reception and assistance will be required

## **Internal access**

- A lift operates between both floors
- Please note that the lift doors open to a maximum of 790mm

## **Toilets**

- A disabled toilet serving the ground floor offices is available (up the steps from our Reception)

## **Emergency arrangements**

- First aid is available during office hours
- The emergency evacuation signal is an audible alarm
- Should an evacuation be necessary, your host will escort you to the assembly point