

# Event Concierge Service

## Visitor information on the move



Give delegates, guests, and visitors to your event a bespoke information service that will enhance their experience and showcase London. Staffed by expert multilingual visitor advisers from the only official tourist information centre in central London, our event concierge service offers information and booking services on the spot including:

- Fast-track tickets to all major attractions
- The London Pass
- iVenture card
- Transport information and maps
- London hop-on, hop-off sightseeing bus tours
- Day trips outside London
- West End theatre tickets
- Accommodation bookings
- National Express coach tickets
- River cruise tickets
- Free maps, leaflets, and self-guided walks
- Plus much, much more

Using the expertise of our staff, this service can be offered in the following languages:

- English
- French
- German
- Spanish
- Italian
- Swiss German
- Romanian
- Russian
- Lithuanian

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## Costs

The rates for hiring the event concierge service, including 2 multilingual staff, are:

- ½ day - £620 + VAT
- Full day - £935 + VAT

Venues promoting this service to MICE organisers will receive 12% commission for each booking secured by them  
Please contact us for a quote on longer-term hire costs.

## Technical requirements

In order for the event concierge service to operate effectively for your attendees, it will need the following:

- 4m wide x 2m deep of floor space with 2.5m height clearance
- A 240V power supply
- Wireless internet access

## Contact us

For more information and to discuss availability, please contact us at [visit@cityoflondon.gov.uk](mailto:visit@cityoflondon.gov.uk) with details of your event.

Alternatively you may call us on **020 7332 3489**



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