



**The Speaker**

Speaker's House House of Commons London SW1A 0AA

### **Information for visitors to Speaker's House**

We are looking forward to welcoming you to Speaker's House. As you will appreciate, the Palace of Westminster is a very busy building with security procedures in place to protect those who work here as well as you, our guests. We would therefore be grateful for your cooperation with the following points to ensure a smooth entry:

- Please enter the parliamentary estate via the **Cromwell Green Visitor Entrance** (Building G, Entrance 7 on map). You will be required to show security colleagues your invitation, which must display your name. Invitations are not transferable and only the named individual(s) will be allowed entry. If no invitation is produced and your name is not on the approved guest list, you will not be able to gain entry.
- Please allow sufficient time for arrival and entry - on a busy day entry can take around 30 minutes so please plan your journey accordingly. All guests will be required to go through airport-style security screening upon arrival at Cromwell Green. Please do not bring unnecessary hand baggage as this will cause delays.
- Once you have been security screened you will be escorted to Speaker's House. Please note that you will not be able to access the venue before the event start time. Once in Speaker's House you are permitted to leave but only as directed by the Doorkeeper in Speaker's Court. Re-entry to the event would require repeating the security screening process.
- There are no smoking areas or car parking available to guests visiting Speaker's House.

Thank you for your kind consideration regarding these matters. We very much look forward to meeting you.

**Helen Wood**

**Speaker's Secretary & Chief of Staff**