



# Guest instructions and guidance

All guests must bring their invite and photo ID with them and produce it to the security at **Black Rods Garden Entrance OR Cromwell Green on arrival.**  
Organiser to confirm correct entrance for the guests as the entrance depends on room and tours.  
**This must be noted on the official invite.**

The security will direct you through security (airport style) and security will then direct them to the function room. Arrive 25/30 minutes early to allow for security.

If any guest forgets their invitation and ID, they will be refused entry to the Palace.

## **Bags**

You will be security checked at the entrance. It is requested that you do not bring any luggage to the Palace as Parliament has no facilities for leaving bags or luggage items; commercial outlets are available nearby at Victoria and Charing Cross stations. Handbags of course are acceptable. Please make sure you do not have any usual banned items on your person as they will be confiscated by security.

## **Changing facilities**

There are no changing rooms in the Palace.

## **Photography**

Photography is not allowed within the Palace.  
Tweeting, social media updates etc are prohibited

## **Dress Code**

As directed by your organisers, no denims, hoodies, shorts or trainers.

## **Directions**

Parliament is located in Westminster.  
All major forms of public transport, many of which are wheelchair accessible, serve it.

## **Rail and Underground**

Visitors travelling on the London Underground can use the District, Circle or Jubilee lines to get to St James Park, or Westminster station, which is fully wheelchair accessible. Victoria, Charing Cross and Waterloo mainline stations are about 20 minutes away by foot and have connecting buses.

## **Buses**

Buses stop near Parliament Square in Victoria Street and in Whitehall.

## **Bicycles**

Members of the public cannot bring bicycles into the parliamentary estate.  
There are public bicycle racks a short distance away outside 7 Millbank.

## **Parking**

Parking is not available in the precincts of the Palace of Westminster.  
The Palace is able to accommodate disabled guests - **advance notice is required with vehicle details.**

An NCP car park is available opposite the Palace of Westminster  
Parking, picking up, and dropping off outside the Palace. If you need to do this, motorists can stop briefly to let someone out of the vehicle just before the entrance to Victoria Gardens, towards Millbank. However, please be aware that, for security reasons, the police will quickly move you on

## **Special Requirements**

If you or your guest have any special access or dietary requirements, information of this must be given no later than **5 working days** in advance of your event.  
Should you need further information please contact your organiser.