



# CBI Member Lounge

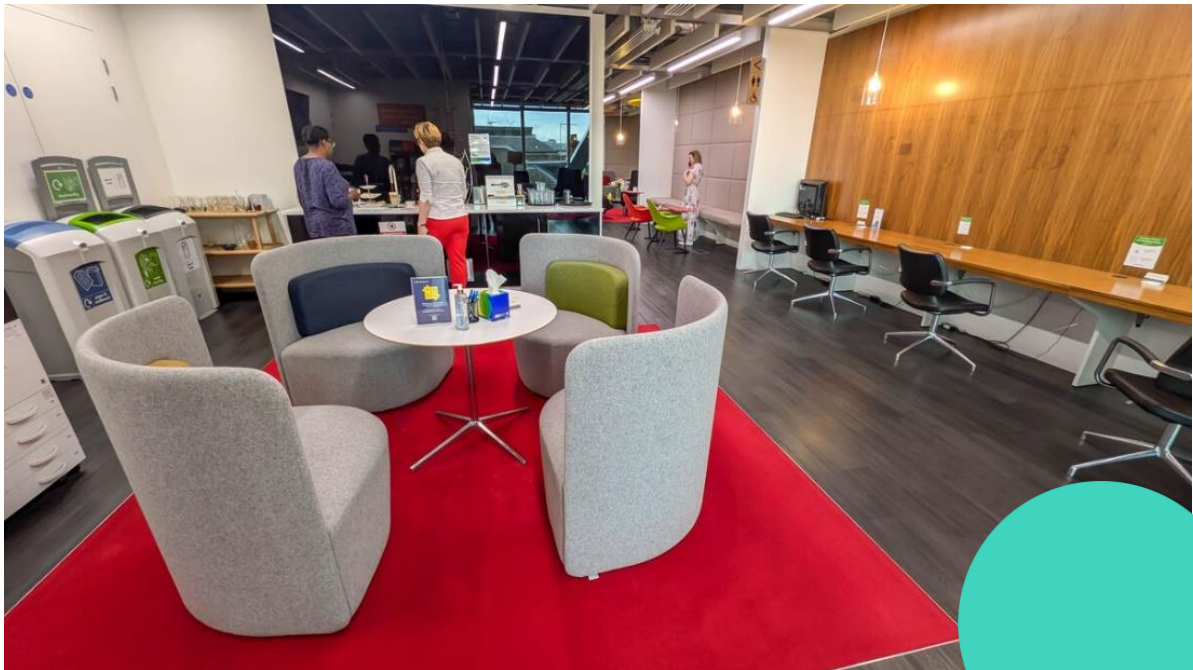
A place for business leaders to work,  
rest and come together



## Key information

### Opening hours

- Monday to Friday
- 08:30-16:30



### Bookings and enquiries

- [memberlounge@cbi.org.uk](mailto:memberlounge@cbi.org.uk)
- 07483 082988
- 0207 395 8010

# CBI Member Space

## Your base in the heart of London

Whether you need an occasional desk between meetings or a more permanent London presence, our member-only workspace options in our London headquarters, are designed to suit your needs. Free to use or competitively priced, and always just steps away from our CBI experts.

Located on the 4<sup>th</sup> floor of the CBI's Cannon Place office, you'll be greeted on arrival by our Member Lounge Manager, Lorna Gibson, who will ensure you're well looked after during your visit.

## Option 1: Drop in and Go

### The CBI Member Lounge – A space to work, meet and recharge

Need a quiet place to catch up on emails, hold a one-to-one, or pause between meetings? The Member Lounge is open to all members, free of charge. It has a large capacity and offers multiple workstations and a long table with nine individual spaces for flexible working.

#### Our lounge offers:

- Informal workspaces and hot desks
- Two free-to-book meeting rooms (up to 10 people)
- Two bookable private quiet rooms
- Complimentary refreshments (coffee, water, fruit and snacks)
- Need to print? Just email [memberlounge@cbi.org.uk](mailto:memberlounge@cbi.org.uk) with your requirements.
- Use of our soundproof press room, perfect for media interviews, video recordings, or live broadcast appearances. Please enquire about availability and use.
- For meetings in bookable rooms, Refreshments are available at extra cost.

#### How to book

We strongly recommend booking in advance due to tight security at Cannon Place. Walk-ins are welcome during opening hours, but may experience short delays.

- To book, please email or call during between 08:30 and 16:30 where you can be booked on to our visitor system.
- Please note: Messages received after 16:30 will be picked up the following working day from 08:30. **You won't be able to access the member lounge until then.**

## Fair Use Policy

The lounge is as a drop-in space rather than a permanent place of work, ensuring it remains accessible to all members.

- Rooms are booked on a first-come, first-served basis. Chargeable rooms must be cancelled at least 24 hours in advance to avoid a 50% cancellation fee. CBI staff may be given priority access to certain rooms, but we are always happy to accommodate our members where possible.



## Option 2: Need space for an event or board meeting?

Our large boardrooms can be hired separately or combined for bigger sessions. Perfect for hosting senior leadership meetings, international board visits, or client engagements in a central location.

	Boardroom Style	Theatre Style	Half Day	Full Day
<b>Berners Lee</b>	22	-	£450	£750
<b>Sharman</b>	24	-	£550	£850
<b>Combined</b>	38	60-70	£900 (boardroom) / £1,200 theatre	£1200 (boardroom) / £1600 (theatre)

### Please note:

- Half day bookings are from 09:00-13:00 or 13:00-17:00
- Bookings outside these slots (10:00-14:00) are treated as a full day.
- Additional costs may apply for filming or use of member lounge areas alongside the boardroom.
- Refreshments available on request at additional cost per head



### Option 3: Looking for Something More Permanent?

We can accommodate. If your business is looking for something more permanent without committing to long leases or full-service office costs, we offer competitively priced desk space for CBI members who want a flexible London base.

From small teams of five to dedicated zones for 45+, we can provide:

- Your own desk area with flexible layouts and branding options
- Access to boardrooms, meeting rooms, and collaboration zones
- Kitchen and breakout area
- Reception and visitor services
- Showers & changing facilities
- Car & motorcycle parking available
- Bike storage and lockers
- Stunning city views
- A central London location (directly above Cannon Street station)
- Just 14 minutes from Westminster – ideal for government affairs or policy teams
- Proximity to the CBI – work alongside our economics, policy, and public affairs experts
- Easy access to CBI events

Whether you're hosting international colleagues, expanding your London footprint, or want to position your government affairs team closer to Westminster, we can provide a solution that fits.

Interested in permanent workspace? Contact [tony.wendleken@cbi.org.uk](mailto:tony.wendleken@cbi.org.uk)





## Getting Here

CBI Member Space is located at Cannon Place, directly above Cannon Street station in the heart of the City. Just minutes from Bank, Mansion House and London Bridge, it's one of the most accessible locations in central London.

### Quick connections to major hubs:

- City Airport – 35 mins via DLR and Tube
- Heathrow – 50 mins via Elizabeth Line
- Gatwick – 40 mins via Thameslink
- Luton – 50 mins via Thameslink
- Canary Wharf – 15 minutes
- Whitehall – 15 minutes
- King's Cross/St Pancras – 20 mins
- Liverpool Street / Paddington / Waterloo – all within 20 mins



Whether you're arriving from across the UK or internationally, getting here is quick and straightforward.

## WiFi / Tech Setup

- Free guest Wifi available throughout the member lounge
- Hybrid meeting support
- Wire access available for events and large function on request at an addition cost
- Teams and Webex meeting options available at addition cost but invite must be made internally



## Accessibility

- We are a fully accessible office, with step free access.



## **Bookings and enquiries**

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