



Handbook for Visitors

EBA Offices, London

January -December 2012

TRAVELLING TO EBA

From Heathrow airport:

The BAA Heathrow Express train leaves Heathrow Airport every 15 minutes and goes directly to Paddington station. The journey takes 15 minutes and costs £19 for a single ticket and £34 for a return ticket.

Using the underground trains: See attached underground map.

Using taxis: taxis can be found outside Paddington station and will cost approximately £20 for destinations in the City (daytime charges). A taxi direct from Heathrow Airport may cost £55 or more.

From Gatwick airport:

The Gatwick Express train leaves Gatwick Airport every 15 minutes and goes directly to Victoria station. The journey takes 30 minutes and costs £18.90 for a single ticket and £33.20 for a return ticket.

Using the underground trains: See attached underground map.

Using taxis: taxis can be found outside Victoria station and will cost approximately £20 for destinations in the City (daytime charges). A taxi direct from Gatwick Airport may cost £100 or more.

From Stansted airport:

The Stansted Express train leaves Stansted Airport every 15 or 30 minutes and goes directly to Liverpool Street station. The journey takes 45 minutes and costs approximately £22.50 for a single ticket and £31.50 for a return ticket.

Using the underground trains: Tower 42 is approximately 3 minutes walk from Liverpool Street station.

Using taxis: taxis can be found outside Liverpool Street station and will cost approximately £5-10 for destinations in the City (daytime charges). A taxi direct from Stansted Airport may cost £100 or more.

From City Airport:

The "London City Airport" DLR (Docklands Light Railway) station is situated within City Airport. This provides a direct link to Bank Station and takes approximately 22 minutes.

Using the underground trains: Tower 42 is approximately 3 minutes walk from Bank station.

Using taxis: taxis can be found outside City Airport and will cost approximately £25 for destinations in the City (daytime charges). A taxi from Liverpool Street will cost approximately £15 to destinations in the City (daytime charges).

From Kings Cross/St Pancras Eurostar Station:

The Eurostar terminal is based at St Pancras Station. The Metropolitan, Circle and Hammersmith & City lines run to Liverpool Street station and take approximately 15-20 minutes.

Using taxis: taxis can be found outside St Pancras Station and will cost approximately £15 for destinations in the City (daytime charges).

Using London Underground

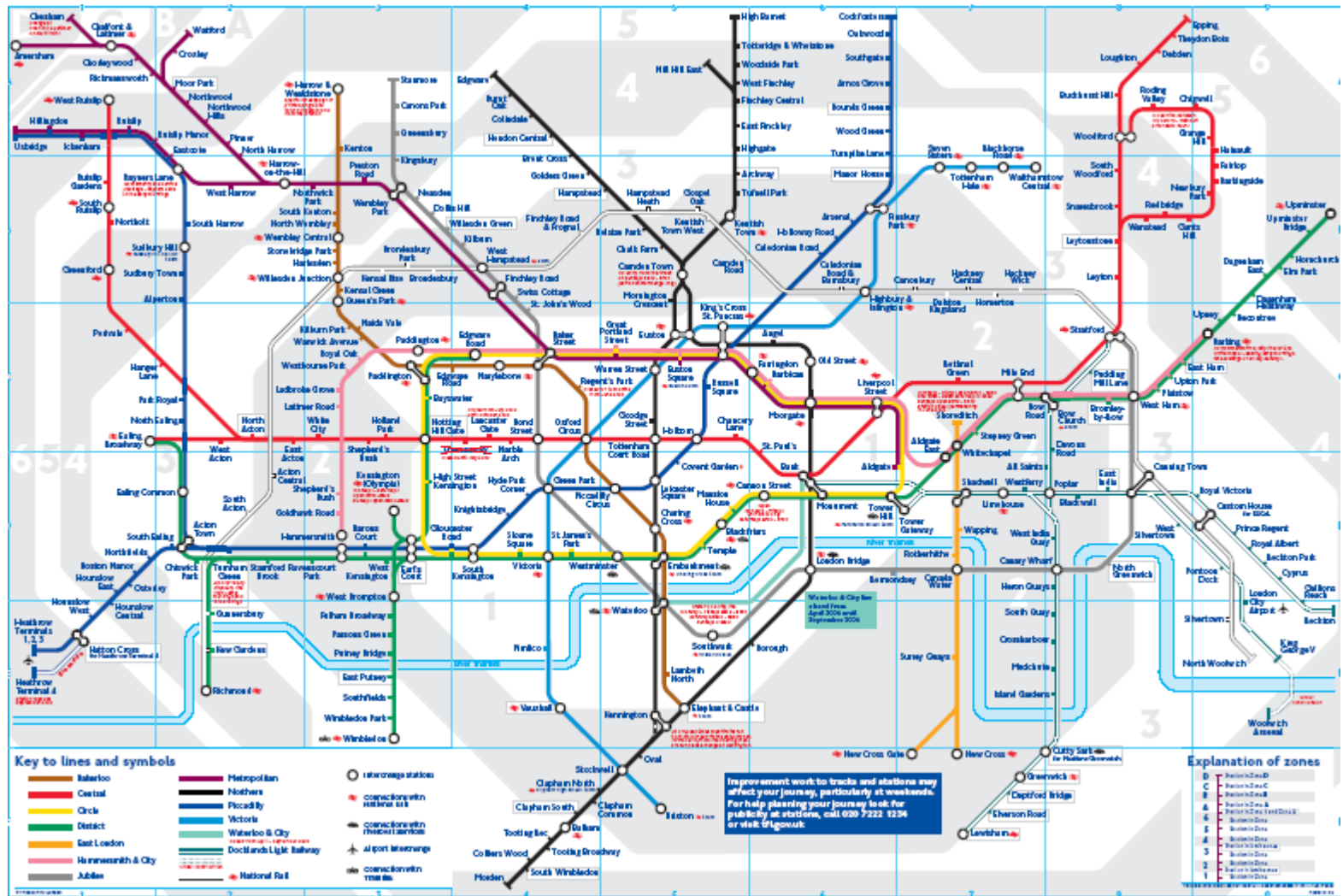
Oyster cards are now in use across the London Transport network. These "pay as you go" cards are available to all travellers and substantially reduce the fares payable. For example, if you buy a single ticket, the fare will be £4.00 per journey. Using an oyster card means you only pay a maximum of £2.70 per journey. The cards can also be used on buses.

Oyster cards are available from most underground stations and a refundable deposit of £3 is charged for the card (with a minimum first top up of £5). After that, any amount of money can be loaded onto the card for use. The money does not expire either, the money will still be there when you next visit London.

Using the card is simple. Once you have put some money on the card, you should touch the card on the yellow circular readers on the top of the ticket gates. You must remember to do this at the beginning and end of the journey. The correct fare will then be calculated and charged.

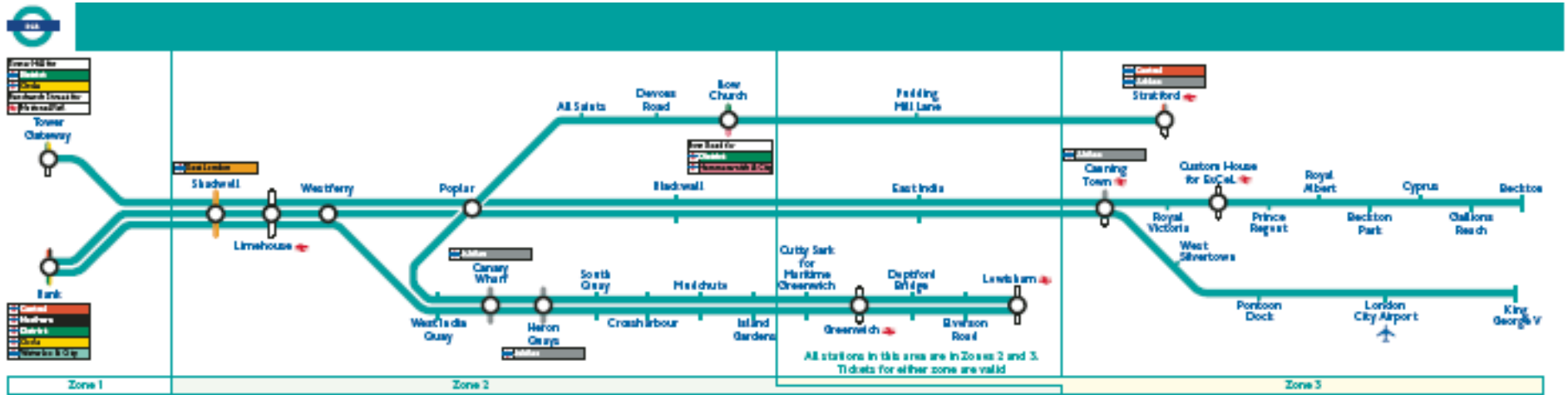
If you need any further information on oyster cards, please see the Transport for London website <http://www.tfl.gov.uk/tfl/fares-tickets/oyster/general.asp>.

Map of the London Underground



For further information on the London Transport system, please see <http://www.tfl.gov.uk/tfl/>

Map of the Docklands Light Railway



On Arrival at Tower 42



Welcome to Tower42.

To assist with your forthcoming visit, we would like to provide some useful information to ensure a smooth and efficient arrival.

Upon arrival, a warm welcome awaits. At ground floor level you will find the Concierge and also our So Deli Coffee Shop. Take the escalators to Mezzanine Level where the Reception team will assist and direct you to your floor along with the help of our specially colour co-ordinated lifts via the green lift route.

The Front of House Security team will continue the friendly welcome and assist you promptly through our [security search procedures](#).

Should the fire alarm be raised during your visit, please follow the audible instructions that you will hear.

Personal Emergency Evacuation Plan:

We operate a system of assisted escape for disabled visitors. Please speak to the Reception Team on arrival and they will explain the escape procedures to you.

During your visit you may wish to take advantage of :

- [So Deli](#) situated within the lobby area, which offers a delicious selection of Soups, Hot Pots, a Deli Bar offering freshly prepared Sandwiches, Salads and Pasta Dishes along with Pastries, Cakes and Hot and Cold Beverages. WIFI is also available.
- [Escape and Elysium Beauty Salons](#) offering a number of convenient, time busting treatments from an Express Manicure to an on-chair massage, or a quick Blow Dry refreshing you before your meeting or relieving the stress afterwards.
- [Tower 42 Taxi](#) service is available to take you to your next meeting or to the airport or train station. Please speak with Concierge, Terry Burns situated in the Lobby, who will be happy to assist.
- [Vertigo 42](#) Champagne at 600 feet for any celebration and the best views of the City.

For further information, please visit www.tower42.com

We look forward to welcoming you

Hotels

Details of Hotels in the Surrounding Area

Listed over the next few pages, are the hotels fairly close to the EBA offices. To book one of these hotels please see the details at the back of this booklet along with a rough guide to prices.

Express by Holiday Inn London City **(<http://www.ichotelsgroup.com>)**

Grade:	3
Number of rooms:	224
Room Facilities:	TV, hairdryer, coffee/tea maker.
Food and Beverage:	Restaurant
Location:	Near Old Street underground station (Northern Line)
Distance from EBA:	Walking 20 minutes Taxi 5-10 minutes Nearest tube st Old Street (Northern Line)



This was a new hotel for 2009 and although it is a basic hotel, it falls into the cheaper end of the hotel range which so many of our members have requested.

Novotel London Tower Bridge
(<http://www.novotel.com/novotel/>)

Grade: 3*

Number of rooms: 203

Room Facilities: Air conditioning, telephone, TV, hairdryer, data port point, coffee/tea maker, minibar.



Food and Beverage: Garden Brasserie and the *Pepys'* Bar, which is named after the 16th century English writer Samuel Pepys.

Location: 2 minutes walk away from Tower Hill station and Tower Gateway (DLR) as in the Tower of London.

In same road as Grange City Hotel.

Distance from EBA:	Walking	20 minutes
	Taxi	5-10 minutes
	Nearest tube st	Tower Hill (Circle line)

Crowne Plaza Shoreditch (formerly Saint Gregory Hotel)
(<http://www.ichotelsgroup.com>)

Grade: 4

Number of rooms: 200

Room Facilities: Air conditioning, telephone, TV, hairdryer, broadband internet, coffee/maker, minibar, writing desk.



Food and Beverage: The **Lounge Bar** based on the 7th floor, the **G's bar** on the ground floor or the **Roof Tops** restaurant on the 7th floor

Location: 10 minutes walk from Liverpool Street station

Distance from EBA	Walking	10-15 minutes
	Taxi	5 minutes
	Nearest tube st	Liverpool Street

This hotel was added to our list of recommended hotels in April 2005 and is still very popular with our visitors.

Premier Inn, London City Tower Hill (previously The Purple Hotel)
(<http://www.premierinn.com>)

Grade:

Number of rooms:

Room Facilities: Air conditioning, telephone, TV, hairdryer, broadband internet, coffee/maker, minibar, writing desk.



Food and Beverage: There is a restaurant, cocktail lounge, coffee shop.

Location: 20 minutes walk from EBA

Distance from EBA	Walking	20 minutes
	Taxi	10 minutes
	Nearest tube st	Tower Hill DLR

This was a new hotel in 2009 in the Tower Hill area of London. Although a bit further away from EBA than some of the other hotels listed, it is a good hotel at the cheaper end of the market. The hotel is close to the Tower Hill DLR station which connects with Bank Station.

Please note that since being taken over by Premier Inn, payment for rooms is due on arrival rather than departure.

Apex London Wall
(<http://www.apexhotels.co.uk>)

Grade:	4*	
Number of Rooms:	89 rooms – mixture of a "city king", tv superior, deluxe room or junior suites.	
Room Facilities:	Air conditioning, work space, internet access, digital satellite televisions, hairdryer, ironing board, free bottled water	
Food and Beverage:	1 restaurant and 1 bar	
Location:	Situated very close to EBA.	
Distance from EBA	Walking	5 minutes
	Taxi	Not worth it!
	Nearest tube st	Bank, Moorgate, Liverpool Street



This is a new hotel which opened in December 2009.

The Apex London Wall Hotel is stylish, contemporary, central and convenient, situated in the heart of the financial and business districts close to the Bank of England, and close to major London attractions including St Paul's Cathedral, the Barbican Centre and London Wall.

Apex City of London
(<http://www.apexhotels.co.uk>)

Grade:

Number of Rooms: 179 rooms – mixture of a "city king", twin, superior, deluxe room or junior suites.

Room Facilities: Air conditioning, work space, internet access, digital satellite televisions, hairdryer, ironing board, free bottled water

Food and Beverage: 1 restaurant and 1 bar

Location: Situated very close to the Tower of London and close to the River Thames on the eastern side of the City with easy access to Docklands

Situated close to Novotel London Tower Bridge Hotel

Distance from EBA	Walking	15-20 minutes
	Taxi	5-10 minutes
	Nearest tube st	Tower Hill (Circle line)

This was a new hotel in January 2008 to EBA. Please see booking form at the end of this booklet for prices.

The Apex City of London Hotel is stylish, contemporary, central and convenient. Located near Tower Bridge and the Tower of London in the very centre of London, the heart of the city business district, the hotel is also a perfect base for the leisure traveller. Although slightly more expensive than some on our recommended list, the hotel prides itself very much on personal service.



If, for any reason, you have not been satisfied with your stay at any of the listed hotels, please let us know (email: alison.smith@eba.europa.eu) so we can correct any problems for the future.

Please check specific hotel terms and conditions for relevant cancellation policies.

RESTAURANTS

The following restaurants are located in Tower 42 or in the surrounding area. If you have tried any other restaurants that you would like to recommend to EBA members, please let us know and they can be added to the list.

Haz Restaurant
8 Cutler Street
London
E1 7DJ

Tel: +44 207 929 7923 or 7925
Fax: +44 207 623 5132
Email: info@hazrestaurant.com
Website: www.hazrestaurant.com

Approximate cost of meal - £17-20

Location - 5-10 minutes walk from EBA Offices

Comments - Greek/Turkish restaurant that can cater for large groups. Good relaxed atmosphere with friendly staff. Highly recommended.

Caravaggio
107-112 Leadenhall Street
London
EC3A 4DP

Tel: +44 207 626 6206
Fax: +44 207 626 8108

Approximate cost of meal - £30-35

Location - 5 minutes walk from EBA Offices

Comments - very nice Italian restaurant with good quality food and wine. Can cater for large groups.

Gows Restaurant
81 Old Broad Street
London
EC2

Tel: +44 207 920 9645
Fax: +44 870 243 9753
Email: gows@ballsbrothers.co.uk
Website: www.ballsbrothers.co.uk/gows

Approximate cost of meal - £30-35

Location - 5 minutes walk from EBA Offices

Comments - Specialises in fresh fish and oysters but also has a wide variety of other menu options. Restaurant is situated below ground level. Nice surroundings and food. Can cater for large groups.

The Don Restaurant
The Courtyard
20 St Swithins Lane
London EC4N 8AD

Tel: +44 207 626 2606
Fax: +44 207 626 2616
Website: www.thedonrestaurant.com

Approximate cost of meal - £30-40

Location - 10 minutes walk from EBA, near Bank station

Comments - EBA has used this hotel many times for group bookings and reports have been very good each time.

Rhodes Twenty Four

Floor 24
Tower 42
25 Old Broad Street
London EC2N 1HQ

Tel: +44 207 877 7703
Fax: +44 207 877 7788
Website: www.rhodes24.co.uk

Approximate cost of meal - £40-50

Location - floor 24 of Tower 42 (EBA is on floor 18)

Comments - co-owned and run by celebrity chef Gary Rhodes. Booking is advised at least two weeks in advance. Not suitable for large groups. Food is very good but can be expensive.

Vertigo 42

Floor 42
Tower 42
25 Old Broad Street
London EC2N 1HQ

Tel: +44 207 877 7842
Fax: +44 207 877 7848
Website: www.vertigo42.com

Location - floor 42 of Tower 42 (EBA is on floor 18)

Comments - Essentially a champagne bar with light snacks available. Fantastic 360° views across London and a relaxed atmosphere. Booking is advised at least two weeks in advance. Not suitable for large groups. Recommended due to the unique setting!

Chez Gérard

64 Bishopsgate
London
EC2N 4AJ

Tel: 0207 588 1200
Website:
www.santeonline.co.uk/chezgerard

Cost - Approximately £20-30

Location - 5-10 minutes from EBA offices

Comments - French cuisine. Website boasts "the best steak-frites this side of Paris!". Untried by EBA staff.

**Royal Exchange
Grand Café & Bar**

The Courtyard
Royal Exchange
Bank
London EC3V 3LR

Tel: 020 7618 2480
Fax: 020 7618 2490
Email: rex@conran-restaurants.co.uk

Cost - Approximately £25-35

Location - 5-10 minutes from EBA Office

Comments - The Royal Exchange is one of the City's great landmarks. Originally built in 1565 and christened the Royal Exchange by Queen Elizabeth in 1571, it has survived destruction by fire twice and is now home to a range of luxury shops and the Grand Café & Bar.

Pitcher and Piano

28/31 Cornhill
London
EC3V 3ND

Tel: 0207 929 3989
Fax: 0207 929 3911
Email: PandPCornhill@uk.uumail.com

Cost - Approximately £15-20

Location - 5-10 minutes from EBA Office

Comments - More of a relaxed atmosphere serving snack/lunch foods rather than main meals. Downstairs is non-smoking while upstairs is the bar and smoking area.

The Gallery
10-11 Austin Friars
London EC2N

Tel: 0207 496 9900
Fax: 0207 496 9902
Email: gallery@lewisandclarke.com

Cost - Approximately £20-25

Location - 5-10 minutes from EBA Office

Comments - Good for lunch time but more of a bar atmosphere in the evening.

Café Naz

46/48 Brick Lane
London, E1 6RF

Tel: 020 7247 0234

Cost - Approximately £20

Location - 15-20 minutes from EBA Office

Comments - Large bright, modern Indian restaurant situated in Brick Lane which is renowned for Indian cuisine. EBA has used this restaurant for a large group.

Canteen

2 Crispin Place
Spitalfields, London E1 6DW

Tel: 0845 686 1122

Cost - Approximately £15-20

Location - 15 minutes from EBA Office

Comments - Serves English cuisine. Modern, bright restaurant. Can seat groups of 10-12 on larger tables.

The Archduke

Concert Hall Approach
London SE1 8XU

Tel: 0871 332 8621

Cost - Approximately £20-30

Location - 5 minutes walk from Waterloo Station

Comments - English cuisine. Very good based on EBA staff experience.

Hokkien Chan

85 London Wall
London
EC2M 7 AD

Tel: 0207 628 5772

Cost - Approximately £25-30

Location - 5 minutes walk from EBA

Comments - Mixture of oriental foods. Very good based on EBA staff experience.

EBA Recommended Hotels for 2012

Crowne Plaza Shoreditch	
Website:	www.ichotelsgroup.com
Telephone:	0871 423 4901
Email:	info@cplondon.com
Address:	100 Shoreditch High Street, London, E1 6JQ
Price:	<i>from</i> £188 per night (inc VAT)

Express by Holiday Inn London City	
Website:	www.ichotelsgroup.com
Telephone:	+44 (0)871 423 4901
Email:	rescity@holidayinnlondon.com
Address:	275 Old Street London City, London, EC1V 9LN
Price:	<i>from</i> £122 (inc VAT)

Premier Inn, London City Tower Hill	
Website:	www.premierinn.com
Telephone:	+44 (0)870 423 6498
Address:	24 Prescott Street, London, E1 8BB
Price:	<i>from</i> £152.00 per night (inc VAT)

Apex City of London	
Website:	www.apexhotels.co.uk
Telephone:	+44 (0)131 666 5124
Email:	london.reservations@apexhotels.co.uk
Address:	No 1 Seething Lane, London, EC3N 4AX
Price:	<i>from</i> £312 per night (inc VAT)

Apex London Wall	
Website:	www.apexhotels.co.uk
Telephone:	+44 (0)131 666 5124
Email:	London.reservations@apexhotels.co.uk
Address:	7-9 Copthall Avenue, London, EC2R 7NJ
Price:	<i>from</i> £307.00 (inc VAT)

Novotel London Tower Bridge	
Website:	www.novotel.com
Telephone:	+44 (0)207 265 6000
Email:	H3107@accor.com
Address:	10 Pepys Street, London, EC3N 2NR
Price:	<i>from</i> £263 per night (inc VAT)

Grange City Hotel	
Website:	www.grangehotels.com
Telephone:	+44 (0)207 233 7888
Email:	reservations@grangehotels.com
Address:	8-14 Cooper's Row, London EC3N 2BQ
Price:	from £243.00 (inc VAT)

OTHER HOTELS

If the hotels featured in this brochure are too expensive, you might like to try the following links to websites. (The hotels listed are the closest to EBA).

Travelodge	www.travelodge.co.uk	London Liverpool St London Covent Garden
IBIS	www.ibishotel.com	IBIS London City
Premier Travel Inn	www.premiertravelinn.com	London County Hall London City

Bookings should be made directly using the links above.

All rates are inclusive of VAT

Prices are listed as a guide only and may vary on booking. Early booking is advisable as this can mean cheaper prices.

All prices shown exclude breakfast unless specified.

Please contact the hotel directly to book a room. Bookings made via the websites listed can mean cheaper prices.