

**Search and  
Screening  
Information**



Ensure guests read this information ahead of their visit.

**Event Feedback**



Encourage guests to share feedback post-event.



**[name of MP/Peer]**

on behalf of [name of organisation]  
requests the pleasure of the company of

**[name(s) of guest(s)]**

for (a) / at (a) [enter event type – e.g. reception and dinner]  
in [venue name], House of Commons  
on [date of event] from / at [start time]

Address: UK Parliament, Westminster, London SW1A 0AA

RSVP by [date] | [contact name] | +44 (0)00 0000 0000 | [contact email address]

Entrance via [Cromwell Green/Portcullis House]  
Allow at least **30** minutes for search and screening  
No admittance without invitation

Smoking/e-cigarettes not permitted  
No parking facilities available  
Guests advised to bring personal photo ID

**All invitations to the UK Parliament estate must be issued in the name of a MP/Peer, and not in the name of any external individual or organisation.**

Note, if an event is taking place during Prime Minister's Questions at Wednesday lunchtime, visitors will be subject to a more thorough search by UK Parliament Security at public entrances and we advise allowing more time for security checks.

Average queue time: approx. **30** minutes | Sitting Monday, Tuesday, and Wednesday afternoons: approx. **45** minutes. Encourage guests to wear weather appropriate clothing.

UK Parliament's public entrances operate: Cromwell Green – Sitting Days Monday to Thursday 8:00 AM to 10:00 PM, Non-Sitting Days and Fridays 8:00 AM to 8:00 PM, Saturdays 8:30 AM to 8:00 PM; Portcullis House – Sitting Days Monday to Thursday 8:00 AM – 10:00 PM, Non-Sitting Days and Fridays 8:00 AM – 6:30 PM.

**Visitors to UK Parliament will not be admitted outside of these timings.**