

Orleans House Gallery

The Octagon Room

Schedule of Charges 1 April 2015 – 31 March 2016

Function Hire of the Octagon room

Monday – Friday

Half day
(9.00am-12.30pm) (1.00-5.30pm)
£578
Rate after 5.30pm is £143 per hour

Saturday-Sunday

Half day
(9.00am-12.30pm) (1.00-5.30pm)
£718
Rate after 5.30pm is £181 per hour

Bank Holidays

Half day
(9.00am-12.30pm) (1.00-5.30pm)
£902
Rate after 5.30pm is £241 per hour

Monday – Friday

Full day
(9.00am-5.30pm)
£1085

Saturday-Sunday

Full day
(9.00am-5.30pm)
£1323

Bank Holidays

Full day
(9.00am-5.30pm)
£1685

This includes:

Dedicated co-ordinator before and on the day
Access 1 hour before for set up
No corkage fee applied
Parking available
Set up of room with tables and chairs

Excludes:

Catering services/waitressing
Flowers
Musicians
Glass Hire

(suppliers list available upon request)

Terms and conditions of Letting – Charges

1. **A non-refundable deposit of 20%** is required with all booking forms to secure the booking.
2. Cheques must be made payable to **London Borough of Richmond Upon Thames**. Alternatively a card payment can be made to the Gallery on 020 8831 6000.
3. Full payment of the balance is required two month's prior to the event.
4. An additional security deposit cheque is required in the sum of £200 for all events. This will be requested with the final payment and will be kept by Orleans House Gallery in the event of any damage to the building/grounds or works of art, or extra cleaning being required. The cheque will be returned once an inspection of the premises has been carried out and the Council reserves the right to invoice the hirer for any additional sums required.

General Terms and Conditions of Letting:

The Octagon Room and associated buildings are Grade I Listed and are of national historical importance; hirers are required to pay due care and attention whilst using the facilities.

No alterations to the structure or fabric of the Octagon Room or Main Gallery, their furnishings or fittings may be made by the hirer under any circumstances.

Orleans House Gallery staff reserve the right to escort any unruly guest from the premises or take any action deemed necessary and appropriate to protect the premises, contents or staff in the event of being threatened in any way by the actions of the hirer, their guests, caterers or contractors.

It should be noted that essential conservation work might on occasion alter the appearance of the building. Likewise, exhibitions in the Orleans House Gallery are changed several times each year: whilst disruption is kept to a minimum when events are booked, this cannot be guaranteed. If Orleans House Gallery is required to cancel a booking due to the re-scheduling of an exhibition, the deposit and any other monies paid to the Gallery for that booking would be repaid in full. In addition, staff at the Orleans House Gallery will assist the hirer to find an alternative venue.

1. No confetti, rice, helium balloons, candles, party poppers, spray string or fireworks of any kind are permitted either within the buildings or their surroundings.
2. No dancing or smoking is allowed within the Octagon Room itself.
3. The capacity of the Octagon Room is a **maximum** of 60 guests.
4. Where a function takes place during the evening, guests must vacate the premises by 10.30pm.
5. Live music must cease by 10pm in line with our licence.
6. No marquees are permitted within the grounds.

The grounds are open to the public during daylight hours and the Gallery is open as follows:

Monday:	Closed
Tuesday to Sunday:	10am – 5.00pm
Bank Holidays	10am – 5.00pm

Please note that Gallery staff are obliged to allow visitors to view the Octagon Room upon request; obviously, a wedding ceremony /civil partnership will not be interrupted, but permission might be sought at any other time during opening hours.

Catering guidelines (please ensure your caterer is aware of these regulations)

1. “Sit-down” receptions cannot be accommodated but “canapé” receptions are welcome, for a maximum of 60 guests.
2. Orleans House Gallery staff are happy to suggest caterers; if, however, the hirer chooses another caterer, their contact name and telephone number should be communicated to the Gallery staff.
3. The kitchen facilities are minimal. It is strongly recommended that the caterers visit prior to the function to acquaint themselves with the layout and the equipment required.
4. There is very little storage available at the Gallery; it is, therefore, preferable that the caterer brings everything on the day and removes it immediately afterwards. Food preparation should be completed off-site and food transported to the site in sealed containers.
5. The caterer **must remove** all their rubbish at the end of the event. The Orleans House Gallery has no facility for removing rubbish of this nature. Dirty utensils/equipment should be removed from the site to be cleaned at the caterer’s premises.
6. The kitchen should be cleaned and the floor mopped before the caterer vacates the premises.
7. The caterer must not block the fire exits.
8. The caterer’s route to the Octagon Room is via the outside ramp leading to the garden door.
9. Preparation must be carried out within the hire time if not within Gallery open hours i.e. caterers/florists etc can access the Gallery only within opening hours unless extra time has been included in the booking. Clearing up must be completed within the hire time or an extra charge will be incurred.
10. The Orleans House Gallery and Octagon Room are licensed premises; hirers may not sell alcohol on the site.
11. No food or drink is allowed within the main Gallery.
12. Any particular catering requirements should be discussed with Gallery staff prior to the event

Access and parking facilities

1. Please ask Gallery staff for copies of our map with directions if you would like to include it with your guests' invitations.
2. Access is via Orleans Road only; bollards make the road impassable from Lebanon Park.
3. If guests are to be delivered/collected by coach, it is advisable for the drop off/pick up point to be at the end of Orleans Road (near the Crown pub) as the road is too narrow to allow access to a coach. Alternatively, your guests may prefer to be collected from the 'The White Swan' pub, along Riverside.
4. There is parking for approximately 20 cars within the Gallery car park, which has street lighting at night. Cars are parked at owners' risk.
5. If guests leave their cars within the grounds of Orleans House Gallery, please advise them that the Council Parks Department lock the grounds at dusk unless special arrangements have been agreed previously.
6. If any guests will be requiring taxis, it is advisable to book them in advance. Telephone numbers of local taxi companies can be provided on request.
7. Orleans House Gallery is situated in a residential area; guests are requested to leave the premises as quietly as possible.

Facilities

1. The Gallery lavatories are available for the use of hirers and their guests.
2. There is disabled access to the Octagon Room via the outside ramp, and a disabled lavatory.
3. The exhibition area and office spaces are out of bounds unless otherwise arranged.
4. Use of electrical appliances is permitted but the hirer must ensure that the equipment is safe.

Music

1. If music will be played, please note that it must cease by 10pm and the Gallery must be notified of the type of music in advance. No discos are permitted and dancing is not allowed.
2. A CD player/iPod dock is available upon request or you are welcome to bring in your own music system.
3. If musicians will be playing live during the ceremony, please be aware of the limited space available.

Cancellation Policy

Provisional bookings are held for a maximum of two weeks. After this time, if the booking is not confirmed, they will be taken out of the diary.

Room hire confirmation deposits are non-refundable.

If a cancellation is made six months prior to the ceremony, the balance (minus the deposit) will be returned.

If a cancellation is made less than six months prior to the ceremony the balance will be retained by Orleans House Gallery.