



# Octagon Room hire charges for Weddings & Civil Ceremonies 2017-2018

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Arts

*1 April 2017*

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Thank you for your enquiry regarding weddings/civil partnerships at Orleans House Gallery. Ceremonies take place in the newly restored Octagon Room; a baroque garden pavilion designed by the renowned eighteenth-century architect James Gibbs, and set in wooded parkland by the River Thames in Twickenham.

The cost of hiring the Octagon for a civil wedding/partnership ceremony is £1176, which includes:

- The use of the Octagon Room for 1½ hours.
- Use of the lawn and gardens for photographs (or the Octagon, should the weather be inclement.)
- Use of selected images from the Borough art collection for reproduction on stationery if required. A card of the Octagon Room is enclosed, copies of which may be purchased for use as invitations at a 10% discount.
- Provision of Gallery leaflets on request, for inclusion with your guests' invitations. (They include a location map.)

If you wish to book the Octagon Room for your wedding ceremony/civil partnership and have checked the date with us, please return the booking form along with the 20% non-refundable deposit.

You will also need to check the availability of registrars, at Richmond Registry Office. Please note that their fees are not included within our charges.

Should you wish to continue your celebrations with us, please be aware that "canapé" receptions only can be accommodated, with a maximum of 60 guests for a maximum stay of two extra hours.

No helium balloons, candles, fireworks, party poppers, or confetti are permitted within the confines of the building or grounds, and no dancing or smoking can be allowed in the Octagon Room itself.

An additional (refundable) deposit of £200 is required as a security deposit, in the event of damage to the grounds or buildings, extra cleaning being required, or the reception running beyond the agreed time.

We are able to suggest caterers, florists, photographers and musicians but are happy to work with those companies you may have already selected.

If you have any queries, please do not hesitate to contact the Weddings and Functions Co-ordinator, on 020 8831 6000 or email [weddings@richmond.gov.uk](mailto:weddings@richmond.gov.uk)

We look forward to hearing from you.

Orleans House Gallery

## **Orleans House Gallery**

### **The Octagon Room**

#### **Schedule of Charges 1 April 2017 – 31 March 2018**

**Wedding Ceremony/Partnership    £1176 (Mon-Sun excluding bank holidays)**

**Bank Holidays                                £1260**

#### **Includes:**

- Dedicated wedding co-ordinator to guide you through venue arrangements
- Dedicated wedding attendant on the day of your wedding
- Access 1 hour prior to ceremony for guest arrival and suppliers
- 30 minute ceremony
- 1 hour drinks & canapé reception (catering provided by the hirer)
- No corkage fee
- Parking on-site
- Set up of room, equipment provided – tables, chairs, tablecloths, jugs
- Use of CD player/iPod dock

#### **Excludes:**

- Registrars fees
- Catering services/waitressing
- Flowers
- Hire of Musicians

(suppliers list available upon request)

#### **Reception in the Octagon Room following Wedding Ceremony/Partnership**

(9am-5pm)	£121 per hour
(5pm-10pm)	£147 per hour
Bank Holidays	£184 per hour

\* You are permitted to book an additional two extra hours after your wedding ceremony/partnership at Orleans House Gallery.

## **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, necessary construction or conservation works, 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 grounds are locked at 5.30pm 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.

### Wedding /Civil Partnership Photography

1. Prior permission must be sought of the Registrar if a video recording is required during a wedding/partnership ceremony.
2. Photographs can be taken during the ceremony itself but not during the signing of the register. The Registrar will inform the photographer and guests at which point they may take photographs.
3. Guests are welcome to take photographs within the grounds of the Gallery.

### 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.

Please note these terms and conditions are subject to change.