



The Octagon Room at Orleans House Gallery

Schedule of Charges 1 April 2023 – 31 March 2024

Ceremonies at Orleans House Gallery take place in the newly restored Octagon Room; a Baroque garden pavilion designed by the renowned eighteenth-century architect James Gibbs, set in wooded parkland by the River Thames in Twickenham. Please find information on costs below, followed by some useful FAQ's. If you have any questions after reading these documents, don't hesitate to get in touch.

Marriage or Civil Partnership Ceremony	
Monday – Wednesday	£1115
Thursday – Sunday	£1530
Bank Holidays	£1650

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 supplier set up
- 2-hour exclusive hire of the Octagon Room for your ceremony (approximately 30 minutes), photography and optional refreshments should you choose to provide them for your guests
- No corkage fee
- Parking on-site
- Set up of room including chairs, ceremony table and tablecloth
- Use of Bluetooth speaker

Excludes:

- Registrar fees
- Catering
- Service
- Flowers
- Hire of Musicians

(suppliers list available upon request)

If you would like to extend your hire of the Octagon Room, you may add up to two additional hours at the following cost (please note only standing drinks/canapes receptions can be accommodated)

Additional Hour post Marriage or Partnership Ceremony		
Monday - Wednesday	9am - 5pm	£160
Monday - Wednesday	After 5pm	£185
Thursday - Sunday	9am - 5pm	£185
Thursday - Sunday	After 5pm	£220
Bank Holiday	9am - 5pm	£220
Bank Holiday	After 5pm	£240

Frequently Asked Questions:

I would like to view the venue, can I just come along and take a look round?

Yes! The gallery is open to the public Tuesday - Sunday, 10am-5pm (last entrance at 4.45pm) and is free to enter, so do come along at a time that suits you. We don't offer viewing appointments in the first instance, but if you let us know when you are coming by we can confirm that the room will be accessible and arrange a phone call with you after your visit if you have any questions.

I am interested in a date, how do I go about reserving it?

Once we have confirmed a date is available you have the option to hold it in the diary, without obligation, for up to two weeks. During this time you can check in with your chosen reception venue, Registrars and any other vendors to confirm that date works for them too. After the two weeks we will ask you to complete a booking form and make a non-refundable 20% deposit payment to secure your date. Alternatively, if we don't hear from you after that time or you decide not to go ahead, we will release that date back to the public.

I am ready to book, but what if I change my mind?

Once your booking has been confirmed, your 20% deposit payment is non-refundable. However, if you decide that you need to change your date we will do our best to help you find another that suits, without charge.

How do I book a Registrar and when do I need to give notice?

All information relating to giving notice, checking availability and booking Registrars to attend your ceremony can be found on the [Richmond Registration Services](#) website. You must do this separately to your booking with us and in plenty of time before your ceremony to ensure you are able to secure the date and time that you are looking for.

The Registrars have advised that we will have interviews before the ceremony. How long do these take and will that mean that we will be seen by each other?

Your Registrars will arrive 30 minutes before your ceremony (we do not charge for this time, so your booking with us starts when your ceremony commences). You will then have the option to meet with them separately or together and we will co-ordinate the logistics of this with you before the day. We can arrange things so that you are not seen by each other – so no need to worry that you won't get that first look!

Is there any flexibility on the 60 guests?

Afraid not. The number does not include you and your partner, Registrars, photographers or musicians, but there can only be 60 guests invited to the ceremony.

I would like to have refreshments after my ceremony, how can I do that?

You are very welcome to provide refreshments for your guests to enjoy on the terrace after your ceremony. We do not charge corkage and you are welcome to bring your drinks the day before to chill overnight. You can either hire serving staff or designate some of your wedding party to serve your guests – but please note we will need a contact for your servers before your ceremony and they will be responsible for all set up, service and clearing away of your catering before the end of your booking. You will also be responsible for providing your own glasses and catering equipment and these should be taken away the same day where possible.

Please note that we do not offer the opportunity for arrival drinks and there must be no alcohol in the ceremony room before your wedding ceremony commences.

How will this work if it is raining or in the winter months?

If it is not possible to hold your drinks reception outside due to the weather or the season, it is no problem. Instead of heading outside after your ceremony we will ask all your guests to briefly head into the gallery space whilst we remove the chairs from the Octagon Room. Your drinks reception can then take place back in the room for the remainder of your booking.

And what about in the summer, does the room get very hot?

With big, beautiful windows on four sides of the room, you can imagine that things can get pretty hot in the summer! We do our best to keep everyone cool by opening windows and doors, providing noiseless Dyson fans and cold water for you and your Registrars on the ceremony table. We may also suggest different room set ups during the very hot summer months, so that your ceremony table is not sitting directly in the sunlight. However, you may also want to think about ways you can help keep your

guests cool on the day, by providing fans or bottled water. Although there is a café on site where water can be purchased, we will not have the facility to provide water for your whole wedding party – so it's something to factor into your planning.

Can I hire additional time on top of my two-hour booking?

Yes you can. You are welcome to add an additional two hours on to your hire time in the Octagon Room for standing drinks and canapes. Please confirm this with us no later than eight weeks before your ceremony, so that we can add the extra time on to your final balance request. I am afraid we cannot accommodate any unplanned extra time on the day, so do think through how long you will need with us based on the rest of your days schedule and how long you think you will need for your pictures and the type of refreshments you will be providing for your guests in good time.

Can I have decorations like flowers and if so, when can my florist access the venue?

You are welcome to organise flowers for your ceremony and we have two free standing plinths that can be used anywhere in the room for this purpose. Vendors can access the room an hour in advance of your ceremony time. We do not allow anything to be fixed to the walls in any way and helium balloons are not permitted, so if you have any specific decorations in mind for your celebrations, please check with the events team in advance.

Can my guests throw confetti?

We love natural flowers, petals and dried seeds that can be brushed back into the eco system after your time with us is over. However, please let your guests know that no paper confetti is permitted on site, even the bio-degradable type, so that they are not disappointed on the day.

How will my ceremony music work at the venue?

Live music sounds great in the Octagon Room, which was built for entertaining. We are unable to accommodate amplified music, but strings, acoustic guitars, piano's etc., are all popular with our couples! Just remember that if you are having the maximum number of guests you will want to think carefully about the amount of space left for your musicians to perform in. We typically suggest that for a full capacity wedding a solo musician or singer is suitable. With fewer guests anything from a Baby Grand to a quartet is possible. If you decide to use recorded music for your ceremony instead that also sounds great and we have a Bluetooth speaker for you to use. You will need to designate one of your guests to have the music available and operate the speaker, but we can let them have all the relevant information about connecting from their device and talk them through their cues.

Do you have any other rooms for us to get ready in or changed after the ceremony?

Unfortunately, we do not have any other rooms available which can be used as a dressing room, so please come fully prepared for your day.

Can we bring our dog to the ceremony?

We are really sorry to say that dogs are not allowed in the gallery buildings. As we are Grade I Listed and filled with artworks, we cannot accommodate any pets, other than service animals.

Does the gallery remain open during my ceremony and what will be on display?

The gallery spaces at Orleans House Gallery remain open Tuesday-Sunday, including during wedding ceremonies. However, the Octagon Room remains completely private throughout the duration of your booking, so there is no need to worry about being overlooked or disturbed! As a contemporary art gallery with a rolling programme of exhibitions, events and engagement activities, it is possible that there may be installations or events in the grounds; exhibitions with soundscapes; or programming aimed at a family audience with an increased number of young children on site, so hirers should understand that the site may be used for a variety of activities and events on their wedding day. We hope that you will find being at the centre of so much creativity as exciting as we do!

Are there any other restrictions I should beware of?

Like above, as we are Grade I Listed, there are a few things we are unable to accommodate. Please read our full terms and conditions for clarity, but the main things you need to know are that there are no candles, helium balloons, red wine or dancing allowed in the room.

Terms and conditions of Letting – Charges

1. A non-refundable deposit of 20% is required with all booking forms to secure the booking. Please note bookings are not confirmed until these are received.
2. To make your deposit payment, please call our Front Desk on 020 8831 6000 with your card details. Alternatively, cheques can be made payable to London Borough of Richmond upon Thames.
3. Full payment of the balance is required two months prior to the event. You will receive an invoice to request this at that time.

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.

If additional furniture or heavy equipment is required a full risk assessment will be required to be signed off by the events team in advance. This should include consideration of how it will be safely delivered and set up in the room without causing damage to the floor, walls or doorways.

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.

1. Helium balloons, candles, party poppers, spray string, coloured smoke bombs and fireworks of any kind are not permitted within the buildings or grounds.
2. Natural petal confetti is permissible, but no paper (including biodegradable) or synthetic material confetti should be thrown under any circumstances. Please make your guests aware of this in advance of your ceremony.

3. No dogs, other than service dogs, are permitted within the gallery buildings.
4. No dancing is allowed within the Octagon Room.
5. Smoking is prohibited within the buildings and within the perimeter of the site. This includes anywhere in the rear courtyards and on the steps of the building.
6. The capacity of the Octagon Room is a maximum of 60 guests. This does not include the couple, Registrars, musicians and photographers. If you have guests attending with specific access requirements, please speak to the events team in advance of your ceremony to ensure we have factored in enough space to accommodate them comfortably and safely.
7. No marquees or temporary structures of any kind are to be erected within the grounds.
8. Orleans House Gallery remains open to the public between 10am-5pm, Tuesday-Sunday and the grounds at all times. The Octagon Room remains private for the duration of your hire and no public access will be granted during this time.
9. No drone photography is permitted in the grounds. Please see [Article 13](#) for more details.

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

1. “Sit-down” receptions cannot be accommodated but standing drinks and “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 in advance of your ceremony, along with their up to date Public Liability Insurance information. If you are planning to self-serve refreshments within your wedding party, we will need a contact name of a designated individual in advance.
3. Approval for vendors with small vehicles serving drinks like trikes and ape vans, that do not require the use of power or water will be considered by the events team (examples of these can be provided), but no food trucks or vans are permitted. Please do not book any vendors in advance of approval being received.
4. The kitchen facilities are minimal. It is strongly recommended that the caterers visit prior to the function to acquaint themselves with the layout. No additional

cooking equipment, including but not limited to; ovens, hotplates and deep fat fryers are to be bought on site. If any other electrical equipment is required, such as a tea urn, it should have an up-to-date PAT test certificate. Please bear this in mind when choosing caterers and do not arrange food that requires the use of additional equipment. The kitchens are only suitable to prepare light refreshments and not full reception catering.

5. 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.
6. The caterer must clear and bag all their rubbish at the end of the event. We would request that, where possible, caterers take their rubbish with them. However, if self-catering, we can provide appropriate refuse sacks for you to dispose of your rubbish in our on-site bins. Please note that your designated people/person must be responsible for all clearing and rubbish disposal and that this should be factored into your hire time. In accordance with the Arts Service's vision and work around sustainability, we ask that you consider the environment when choosing your caterers and catering equipment, in particular avoiding single use plastic wherever possible.
7. The caterer's route between the kitchen and terrace / Octagon Room should not impede public access or safety and be mindful of artworks and objects on display. They should also ensure that no equipment or event infrastructure blocks fire exits or access points.
8. Caterers may access the kitchen one hour in advance of your ceremony and only within Gallery opening hours unless extra time has been included in your booking. Clearing up must be completed within the hire time or an extra charge will be incurred. We suggest refreshments stop being served 15 minutes before the end of your booking so that your party is ready to leave the premises at the end of your hire time. Please note we are unable to accommodate any additional time on the day, so if you think you may need extra time to accommodate your celebrations, please discuss this with your Wedding Co-ordinator a minimum of eight weeks before your ceremony.
9. Orleans House Gallery and Octagon Room are licensed premises; hirers may not sell alcohol on the site. In accordance with licencing laws, alcohol is also prohibited from the Octagon Room prior to your ceremony.
10. No food or drink is allowed within any gallery spaces, other than the Octagon Room and no dark coloured liquids or staining foods, including red wine, rosé wine and dark berries are to be served or consumed within the Octagon Room.

Access and parking facilities

1. If you would like to share directions with your guests before your ceremony, please direct them to the [Your Visit](#) section of our website.
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, if you are hiring a bus you may prefer your guests to be collected from near the White Swan Pub along Riverside. If this is the case, please note that between the White Swan and the Gallery the road is narrow and residential and large vehicles approaching along Riverside should not go further than the White Swan.
4. There will be a maximum of 4 parking spaces available to reserve on the day of your ceremony (including for your wedding car). Guests are welcome to use other available spaces or there is paid parking on Orleans Road. Cars are parked at owners' risk.
5. 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. If using an app to book taxis on the day, guests should ensure they use the Gallery postcode TW1 3BL or Orleans Road as their location.
6. 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. Orleans House Gallery is a fully accessible site.
3. The exhibition area and office spaces are not hireable.

Music

1. A Bluetooth speaker is available for you to use for your ceremony. You will need to provide your own music and designate someone to operate this on the day in advance of your ceremony.

2. Live music is welcome, but amplified music is not permitted. If musicians will be playing live during your 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. The full balance is non-refundable if the ceremony is cancelled less than eight weeks before the date.

In light of the ongoing Covid-19 situation, it is possible that terms and conditions may change at short notice. Any necessary changes to these terms and conditions due to evolving government guidelines, will supersede the above. A refund of your deposit will only be made in the event that your booking is cancelled by the gallery but, where possible, the gallery team will do their best to be flexible around date changes.

Please note these terms and conditions are subject to change.