Weddings in the Octagon Room at Orleans House Gallery

Schedule of Charges 1 January – 31 December 2027

Marriage or Civil Partnership Ceremony	
Monday – Wednesday	£1270
Thursday – Saturday	£1740
Closure rate	£2000
Bank Holidays	£1875

Includes:

- Dedicated contact 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) and optional refreshments should you choose to provide them for your guests
- No corkage fee
- On-site parking for wedding car
- Set up of room including chairs, ceremony table and tablecloth
- Use of Bluetooth speaker

Excludes:

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

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	£185
Monday – Wednesday	After 5pm	£210
Thursday – Saturday	9am – 5pm	£210
Thursday – Saturday	After 5pm	£250
Bank Holiday	9am – 5pm	£250
Bank Holiday	After 5pm	£270

<u>Frequently Asked Questions:</u>

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. If your new date is in the same calendar year there will be no charge for this change, however, if you decide to move your date to another year, any relevant increase in fees will be payable. For multiple date changes an administrative fee may be applicable.

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!

What if we would like to have a Celebrant to conduct our ceremony instead?

We welcome Celebrant led ceremonies in the same way as legal marriages and civil partnerships. Couples sometimes choose to have a non-legally-binding celebration of their partnership and we are happy to provide details of Celebrants who have conducted ceremonies at the gallery in the past. Please speak to the events team before booking your Celebrant, as we would like to check in with them that they understand how ceremonies are conducted at Orleans House Gallery and are happy with all our terms and conditions.

Is there any flexibility on the guest numbers?

Afraid not. The number does not include you and your partner, Registrars, photographers or musicians, but there can only be 54 guests invited to the ceremony, meaning a maximum of 60 people in the room for your ceremony.

What about children attending my wedding?

Children are absolutely welcome and we have a range of facilities to accommodate them. The gallery is buggy accessible and baby changing facilities can be found in the accessible, the men's, and the women's toilets in the Main Gallery and the accessible toilet in the Stables block. There's also plenty to keep the kids entertained! We have sensory bags, filled with a range of objects to touch, stack, play, and look with, and the Family Trail to support families engage with the exhibitions, and explore the gallery and its beautiful grounds. Please note that children, other than babies being carried, should be included in your total guest numbers.

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.

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 90 days 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.

What is the closure rate for?

Each year there are limited periods of time when the main gallery closes to the public, often as part of larger exhibition change overs. During these periods we offer weddings at the closure rate, which means couples can host ceremonies without artwork on display on the ground floor spaces and without public access (the Study Gallery and Stables Gallery remain open). This option works well for couples looking for a more private experience and offers the opportunity for greater flexibility in bad weather, as the internal gallery space can be used for guests to enjoy refreshments, should drinks receptions not be able to take place outside. In 2027, we have closure periods available in March & September.

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, although you will need to provide your own vases. 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 thrown outside only and 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. We also ask that your confetti is white or light coloured only, as darker colours risk staining the Octagon Room floor. We apologise that we are unable to accommodate any petals being thrown inside, including during entrances.

How will I enter?

It's up to you! We have two entrances, one which leads directly in to the Octagon Room from the terrace, giving you a lovely backdrop of the woods and an L-shaped aisle or, if you would prefer a straight aisle, you can enter through the entrance at the back of the room, which leads in through our main gallery entrance and giftshop. Both allow for beautiful photo opportunities and give you the flexibility to decide exactly how you would like to make an entrance on your special 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.

Can you provide witnesses for us?

I am afraid not. Your Wedding Attendant will have a number of responsibilities on your wedding day, so you will need to provide witnesses independently as a legal requirement of your ceremony.

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?

As a Grade I Listed building, 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 90 days prior to the event. You will receive an invoice to request this at that time. Please note, once this balance request has been issued you are liable for full payment.

General Terms and Conditions of Letting:

1. 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.

2. 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.

3. 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.

4. 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.

5. It should be noted that essential conservation, building or maintenance works might on occasion alter the appearance of the building. Likewise, exhibitions 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.

6. Helium balloons, candles, party poppers, spray string, coloured smoke bombs and fireworks of any kind are not permitted within the buildings or grounds.

7. White or light coloured natural petal confetti may be thrown outside only, 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.

8. No dogs, other than service dogs, are permitted within the gallery buildings.

9. No dancing is allowed within the Octagon Room.

10. 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.

11. No ceremonial weapons such as military swords or decommissioned rifles are permitted on site. This includes sheathed weapons.

12. The capacity of the Octagon Room is a maximum of 60 people. This must 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.

13. No marquees, awnings, gazebo's or temporary structures of any kind are to be erected within the grounds.

14. 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.

15. The grounds at Orleans House Gallery are one of Richmond Council's open spaces and as such, cannot be hired independently. Although you are welcome to enjoy the paved terrace for standing drinks as part of your Octagon Room hire, receptions in the grounds as part of your booking are not permissible.

16. 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 people.

2. Orleans House Gallery staff are happy to suggest caterers; if, however, the hirer chooses another caterer, their contact name, email address 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 will be necessary for new caterers to conduct a site visit prior to the function to acquaint themselves with the layout. No additional cooking equipment, including but not limited to; ovens, air fryers, 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 and of an appropriate size to be used safely in the kitchen area only. 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; we require, therefore, caterers to deliver everything on the day and remove it immediately afterwards. Food preparation should be completed off-site and food transported to the site in sealed containers.

6. Caterers are responsible for removing all waste and recycling at the end of your event. Please make sure that they are aware of this in advance 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 events team contact a minimum of 90 days 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.

11. When outdoor refreshment set ups are possible, a table, cloth and equipment (as long as this is constantly attended) may be set up before the ceremony, although no catering may be served until after the ceremony has finished. When refreshments are being set up inside no set up may take place until after the ceremony is over and guests have left the room.

12. Champagne towers are only permissible outside and when a caterer or drinks service provider with up-to-date PLI is engaged. We are unable to accommodate champagne towers at self catering events. We reserve the right to refuse champagne towers on the day if weather conditions such as high winds exist.

Access and parking facilities

1. Access is permissible from 1hr before your ceremony only and you and your wedding party should leave the gallery and grounds promptly at the end of your booking as we may host multiple ceremonies per day.

2. If you would like to share directions with your guests before your ceremony, please direct them to the Your Visit section of or website.

3. Access is via Orleans Road only; bollards make the road impassable from Lebanon Park.

4. Orleans House Gallery encourages sustainability, so we suggest that where possible guests access the venue by foot, in shared vehicles or by public transport. There are lots of interesting and unique ways to access the venue, including by boat! Although we of course understand this will not be possible for all guests and there is a free car park, with reservable disabled parking spaces on site, should your guests require this. However, please note space is limited and paid parking on neighbouring roads may be necessary.

5. 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.

6. A space for your wedding car will be reserved in the gallery car park, in addition to two spaces for your registrars (mandatory as part of their agreement to attend the venue). Guests are welcome to use other available spaces or there is paid parking on Orleans Road. Cars are parked at owners' risk. Cars must be removed from site at the end of your booking, as we offer more than one ceremony a day.

7. If any guests will be requiring taxis, it is advisable to book them in advance. 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.

8. Orleans House Gallery is situated in a residential area; guests are requested to leave the premises as quietly as possible.

9. Orleans House Gallery is located close to the River Thames and, as such, the surrounding area can become flooded at times of high tide. Although it is rare that tides are high enough to make the gallery inaccessible, they may on occasion need to be factored into your access plans (for example if you will be arriving on foot or departing by boat) and we encourage you to consult the Tide Table in advance of your ceremony for further information.

Facilities

1. The Gallery lavatories are available for the use of hirers and their guests.

2. Orleans House Gallery is an accessible site and you can read our full Access Statement here Please speak with the events team in advance if you or any of your party have any particular access needs that you would like to discuss.

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.

3. Music should be played only inside the room you have booked for your celebrations and at a reasonable volume. Orleans House Gallery and grounds are a public venue and remain open during your celebrations, so please do not take speakers outside or play your music at a heightened volume as this may impact the enjoyment of others visiting the space. Musicians are welcome to play inside the open doorway to the Octagon Room, so that your guests can still enjoy them from the terrace and your Event Attendant will be happy to advise on appropriate volumes on the day.

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. It is the responsibility of the hirer to confirm their booking and Orleans House Gallery reserve the right to release any dates not confirmed during the provisional period automatically once it expires.

Booking deposits are final and non-refundable. A single date change can be accommodated free of charge if the revised date falls within the same calendar year as the original booking. Alternatively, if a date is changed to a future year or multiple date changes are requested, additional charges will be applicable.

Final balances are payable 90 days in advance of ceremonies. Once the final balance request has been issued hirers are liable for full payment. No cancelations are possible after this date.

Please note these terms and conditions are subject to change.