



The Royal Institution Venue

Your Wedding at the Royal Institution

Our Grade One listed property has been home to some of the greatest scientists, including 14 Nobel Prize winners, of the last 2 centuries. With its remarkable history, graceful Georgian architecture, stunning interiors and central London location, the Ri is the perfect venue for your wedding day.

Civil Wedding Ceremony and Partnerships

The Royal Institution boasts a variety of ceremony locations including our stunning, book lined Library and our infamous lecture theatre. The capacities and costs for each option are outlined in this brochure for you. Once you have made a provisional booking for your marriage at the Ri, you will need to contact the local Registry Office who will advise you of the formal arrangements for your ceremony.

The Register Office, The Old Marylebone Town Hall, Westminster Council House, Marylebone Road, London, NW1 5PT

Tel: 020 7641 1162

Email: registeroffice@westminster.gov.uk

Wed: www.westminster.gov.uk/register

What to do next...

Having received this brochure, the next step in reserving your wedding is to visit the Ri. During your visit we will run through all the options available for you and discuss in detail how we can effortlessly manage each part of your special day.

After this time, a provisional booking for your wedding can be made and a date can be held for you for up to two weeks which allows you to contact your Church or the Registrar.

A 50% non-refundable deposit will be required to confirm your booking along with the signed terms and conditions and booking form. Two months prior to your wedding, we will meet to go through the finer details of the day. We then put together a schedule for you and also create your final invoice deducting your initial deposit.

Final payment is due four weeks before your special day. Any additional items purchased on your wedding day are to be paid on departure.

Telephone: 0207 0409 2992

Email: venuehire@ri.ac.uk

Visit: www.venue.rigb.org

Exclusive hire for your wedding includes...

- ~ Hire of the entire venue, yours will be the only wedding.
- ~ A choice of rooms for your day to use for your: preparation, ceremony, wedding breakfast and evening reception
- ~ A dedicated events manager from planning stage through to delivery on the day
- ~ Expert event caterers, Elixir, with executive chef and team based on site
- ~ Menu tasting
- ~ Hire from 12.30pm to 11.00pm (late license fee available with additional charge)

Exclusive hire is charged at £5,000 + VAT.

We work exclusively with our expert event caterers to design catering packages to suit various budgets, themes and tastes. Our tailored packages start from £65 + VAT per person to include reception drinks, 3 course wedding breakfast, wine with your meal, toast drink, table linen and tableware and event staffing throughout.

Our menus can be adapted to suit individual tastes and the style of service, your Elixir catering manager can provide detailed quotes to suit your needs and will liaise with you directly throughout the planning stages to ensure we meet your catering expectations.

Elixir will also provide details quotes to personalise your package. Please do be aware that the quotes for your catering and venue hire will be handled separately and you will work with a dedicated manger from the Ri alongside your catering manager from our caterers.

The Royal Institution

21 Albemarle Street

London

W1S 4BS

Tel: 020 7670 2936

Email: venuehire@ri.ac.uk

Web: www.rigb.org.uk

Wedding Suite Capacities

With exclusive hire of The Royal Institution you can utilise a number of locations for your wedding day to blend the charm of the Georgian building with the contemporary style of the extension to truly make your special day unique.

Below we have listed the most popular combination of rooms chosen by our happy couples, however, we can work together to find the perfect match for your guest numbers and the style of room you would prefer. Listed below are the suites available with their most popular function and noted alongside the maximum capacity, please do bear in mind that we can cater for your celebration no matter the size with guest numbers from 10 – 400.

Suites	Function	Maximum Capacity
The Sunley	Bridal Dressing Room and Preparations	10 - 15
The Grand Entrance	Guest Arrival	80
The Library	Ceremony	80
The Georgian Room & Lecturers Corridor	Drinks Reception	80
The Conversation Room & Mezzanine	Wedding Breakfast	80
The Cartier Room, Mezzanine and Bar	Evening Reception	200

For larger celebrations we can host your ceremony in our main theatre with a drinks and canapé reception hosted across the three floors here at The Royal Institution. Please see below the rooms and maximum capacities for each with guest numbers above 110.

Suites	Function	Maximum Capacity
The Sunley	Bridal Dressing Room and Preparations	10 - 15
The Ground Floor & Library	Guest Arrival	440
The Theatre	Ceremony	440
Exclusive Use Of All Rooms Across Three Floors	Drinks & Canape Reception	440



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Your Catering Packages

Our catering partners, Elixir, have put together three individual packages which you can personalise to suit your individual tastes and wedding style. Please note that the packages below are based on a minimum guest number of 50.

Bronze Package

- ♥ Sparkling wine drinks reception with nuts and nibbles (1 hour)
- ♥ 3 course wedding breakfast with tea, coffee and petit fours (*Wedding menu 1*)
- ♥ Half a bottle of house wine per person with your meal
- ♥ One glass of sparkling wine per person to toast
- ♥ Table linen and tableware
- ♥ Catering manager, event and kitchen staffing (5 hours)

Priced at £65 + VAT per person

Minimum of 50 guests

Silver Package

- ♥ Sparkling wine drinks reception with 6 canapés per person (1 hour)
- ♥ 3 course wedding breakfast with tea, coffee and petit fours (*Wedding menu 2*)
- ♥ Half a bottle of house wine per person with your meal
- ♥ One glass of sparkling wine per person to toast
- ♥ Table linen and tableware
- ♥ Catering manager, event and kitchen staffing (5 hours)

Priced at £90 + VAT per person

Minimum of 50 guests

Gold Package

- ♥ Champagne drinks reception with 6 canapés per person (1 hour)
- ♥ 3 course wedding breakfast with tea, coffee and petit fours (*Wedding menu 2*)
- ♥ Half a bottle of house wine per person with your meal
- ♥ One glass of Champagne per person to toast
- ♥ Table linen and tableware
- ♥ Catering manager, event and kitchen staffing (5 hours)

Priced at £100 + VAT per person

Minimum of 50 guests

Personalise your package...

- ♥ Tailor your catering package to suit your individual needs, whether this means adding an evening buffet or evening drinks, we will work with you to ensure we've got everything covered.

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