

RIBA 

VENUES AT 66 PORTLAND PLACE

INTIMATE
CHRISTMAS
CELEBRATIONS



66 PORTLAND PLACE : VENUE INFORMATION

CELEBRATE IN STYLE

For clients wishing to host more intimate Christmas parties, the RIBA has a range of rooms which are ideal to impress your guests. Enviably positioned in the heart of the capital the inspiring, stunning and unique Art Deco headquarters of the RIBA at 66 Portland Place has perfectly appointed rooms and exceptional catering

ASTON WEBB ROOM



The stylish leather lined Aston Webb room, with a large window overlooking the prestigious Portland Place is the perfect location for a seated dinner or lunch for up to twenty guests. Our chefs have created a delectable Christmas menu for your guests to enjoy and we

would be delighted to organise finishing flourishes to create the perfect intimate Christmas celebration.

LUTYENS ROOM



Light and airy, with windows and a balcony looking south and portraits of past presidents of the RIBA lining the wall, this versatile room can accommodate a seated dinner for fifty or a standing reception for seventy. We can recommend a string quartet to entertain your guests whilst they enjoy their

reception and details to add a touch of magic to your tables.

FESTIVE

We are delighted to recommend florists and styling to enhance the venue along with entertainment solutions. Our spaces are equipped with fully integrated audio-visual technologies and our experienced in-house team can advise on lighting themes and how best to use our state-of-the-art technology to best boost your event and keep your guests enchanted and entertained all night.



CATERING

Our executive chef and his highly trained team are passionate about creating the most innovative menus and delivering exceptional service; making each event at the RIBA distinctive and memorable. We source the freshest natural ingredients to create exciting, contemporary Christmas menus within budget.

We have created charming dinner, canapé, finger buffet and bowl food menus to suit your festive celebration along with delicious drinks packages including winter cocktails and shots!

WREN & HAWKSMOOR SUITE

Our Wren and Hawksmoor rooms are ideal for Christmas parties up to sixty people for a dinner dance or a hundred for a standing reception. Your guests have exclusive use of our sixth floor with the Hawksmoor room providing the perfect area for a drinks reception or bar before your guests enter the Wren room, with its enviable rooftop views over London.

Hire of the Wren and Hawksmoor suite for a Christmas Party from 1800 - 0000 including security personnel and event management is charged at £1200 (VAT exempt).

WINTER WONDERLAND PACKAGE

For an instant Christmas Party select our Winter Wonderland Package for £2250 (VAT exempt).

- Hire of the Wren and Hawksmoor suite
- Christmas tree with white lights
- Black and white dancefloor
- Up-lighting for the walls in the colour of your choice
- Holly & Ivy table centre pieces
- Tealights for your tables
- Christmas crackers
- Disco for the duration of the evening including arrival music
- Security Personnel
- Events Manager

This can be combined with your selected catering package to create a fantastic evening for you and your guests.

EVENT TIMINGS

The following timings must be adhered to for events (any variations for specific days are shown in brackets). If earlier access times, or a later finish time are required please discuss with your dedicated Venue Manager

Guest arrival	1800
Terrace to close	2100
Live music to finish	2200
Bar close	2300
Recorded music down (not to be heard outside the building)	2300
Recorded music off	2330
Room clear	2400*
De-rig complete	0100

*Earlier set up times and a later finish can sometimes be arranged, please ask for further information.

For further details on these timings and for our terms and conditions please refer to the RIBA Booking Form. Please note that the RIBA is located in a residential area therefore sound limits, as specified by Westminster Council and confirmed by your Venue Manager, must be respected.

CONTACT

To discuss your event please contact the RIBA Venues team
 020 7307 3888
venues@riba.org
www.ribavenues.com
