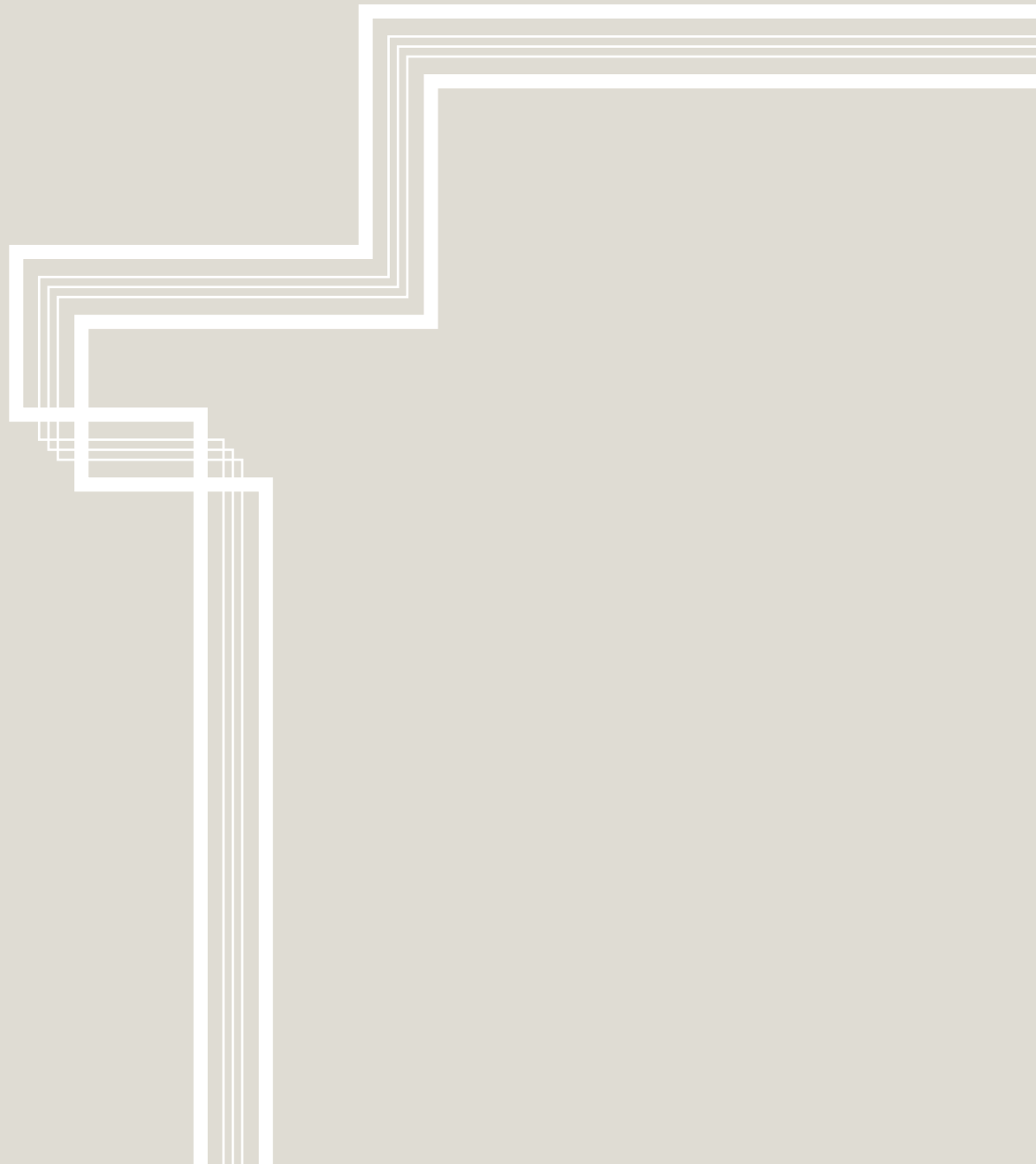


RIBA 

VENUES AT 66 PORTLAND PLACE

20TH CENTURY GLAMOUR WITH  
21ST CENTURY SERVICE

# CHRISTMAS CELEBRATIONS



## 66 PORTLAND PLACE : VENUE INFORMATION

### CELEBRATE

Whether you are looking for a glamorous seated dinner with dancing, an elegant cocktail and canapé reception or a extravagantly themed party to celebrate the festive season; the RIBA provides the perfect Christmas venue.

### GRAND

Welcome your guests with mulled wine or a Christmas cocktail on the beautiful First Floor Landing. The high ceilings and monumental marble pillars give a real feeling of art deco grandeur while the grand piano will provide the perfect accompaniment to your guests' arrival.

### ELEGANT

For the main event the magnificent Florence Hall, the largest and mostly richly decoated room at 66 Portland Place, provides the perfect space to amaze and entertain. The patterned marble and wood floors, vast floor-to-ceiling windows and carved stone window surrounds set an elegant scene. A huge Christmas tree with classic twinkling white lights stands before the stunning atrium window, allowing for a stylish backdrop for your festive celebration. Adjacent to the hall, the terrace, wonderfully lit in winter, is the ideal space for guests wishing to enjoy the night air.

### SPACIOUS

The First Floor Landing accommodates 150 for a drinks reception. The Florence Hall seats 200 for a dinner and dance, 250 for a dinner or 400 for a standing reception. If you wish to dance the night away after midnight the Jarvis Foyer downstairs can be transformed into a chic dance area. Extending from the Landing, the RIBA Gallery is a striking space available as an extension to your drinks reception area, pushing capacity to 250 with the Landing or as an additional entertainment area for your guests!

### CAPACITIES

#### FLORENCE HALL

Seated dinner:	250
Dinner dance:	200
Drinks reception:	400

#### FIRST FLOOR LANDING

Drinks reception:	150
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## FESTIVE

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We are delighted to recommend florists and styling to enhance the venue along with entertainment solutions. The Florence Hall is 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

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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!

## COSTS: ROOM HIRE RATES 2011 (VAT EXEMPT)

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### FLORENCE HALL, FIRST FLOOR LANDING & TERRACE

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Weekdays	
1800 – 2400	<b>£4,880</b>
Saturdays	
1700 – 2400	<b>£5,500</b>

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### FIRST FLOOR LANDING

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Weekdays	
1800 – 2400	<b>£1,330</b>

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### FLORENCE HALL, FIRST FLOOR LANDING, TERRACE & GALLERY

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Weekdays	
1800 – 2400	<b>£5,880</b>
Saturdays	
1700 – 2400	<b>£6,500</b>

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**These hire charges include:** A dedicated venue manager | Cloakroom with attendants | Security personnel

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Discounted room hire rates are available for RIBA members please contact RIBA Venues for information.

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Registered charities will receive a 10% discount on room hire prices shown.

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## EVENT TIMINGS

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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

Setup	1600*
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

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To discuss your event please contact the RIBA Venues team  
 020 7307 3888  
[venues@riba.org](mailto:venues@riba.org)  
[www.ribavenues.com](http://www.ribavenues.com)

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