

RIBA 

VENUES AT 66 PORTLAND PLACE

FLORENCE HALL  
& FIRST FLOOR  
LANDING



## 66 PORTLAND PLACE : VENUE INFORMATION

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### FLORENCE HALL AND FIRST FLOOR LANDING

66 Portland Place is an inspiring, stunning venue that will bring glamour and prestige to any event.

Dominating the first floor is the magnificent Florence Hall, the largest and most richly decorated room in the building. Patterned marble and wood floors, vast floor-to-ceiling windows, etched glass doors, and carved stone window splay set a grand and elegant scene. The space is perfect for standing receptions, seated dinners, weddings, award ceremonies, celebrations and Christmas parties.

Windows flood the room with daylight, opening out onto a roof terrace; with stunning furniture sponsored by Cassina, the terrace provides a beautiful additional space for drinks and receptions.

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The First Floor Landing, one of the grandest and most social spaces in the building extends around the marble staircase from the entrance area. The full-height windows and four monumental black marble pillars add presence to the space making this an elegant setting for evening receptions for up to 150 people. The landing can be hired on its own or in conjunction with the Florence Hall or Gallery for truly memorable occasions.

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The Florence Hall is equipped with fully integrated audio-visual technologies and our AV team would be delighted to advise on creative lighting and presentation solutions for your event. Please see our AV facilities information for further information and available packages.

Swift to respond to your requirements, our experienced team has the drive and initiative to help you create a memorable event.

### CAPACITIES

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#### FLORENCE HALL

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Theatre Style:	300
Seated dinner:	200
Dinner dance:	200
Drinks reception:	400

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#### FIRST FLOOR LANDING

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Standing buffet:	150
Drinks reception:	150



## 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. Regardless of the size or type of function, we source the freshest natural ingredients to create exciting, contemporary menus within budget.

Good food lies at the heart of our business and we believe passionately that the eating experience should be central to the success of every event we serve. We have created seated dinner, canapé and finger buffet menus or alternatively we would be delighted to create a bespoke menu especially for your event.

## 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>
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#### Saturdays

1700 – 2400	<b>£5,500</b>
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#### Sundays

1500 – 2300	<b>£6,500</b>
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### FIRST FLOOR LANDING

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#### Weekdays

1800 – 2400	<b>£1,330</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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The RIBA Gallery, a spectacular additional event space, also on the First Floor is available for some months of the year, please ask your Venue Manager for further details.

## 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 (Saturday 1700, Sunday 1600)
Terrace to close	2100
Live music to finish	2200 (Sunday 2130)
Bar close	2300 (Sunday 2230)
Recorded music down (not to be heard outside the building)	2300 (Sunday 2230)
Recorded music off	2330 (Sunday 2300)
Room clear	2400*(Sunday 2330)
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@inst.riba.org](mailto:venues@inst.riba.org)  
[www.ribavenues.com](http://www.ribavenues.com)

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