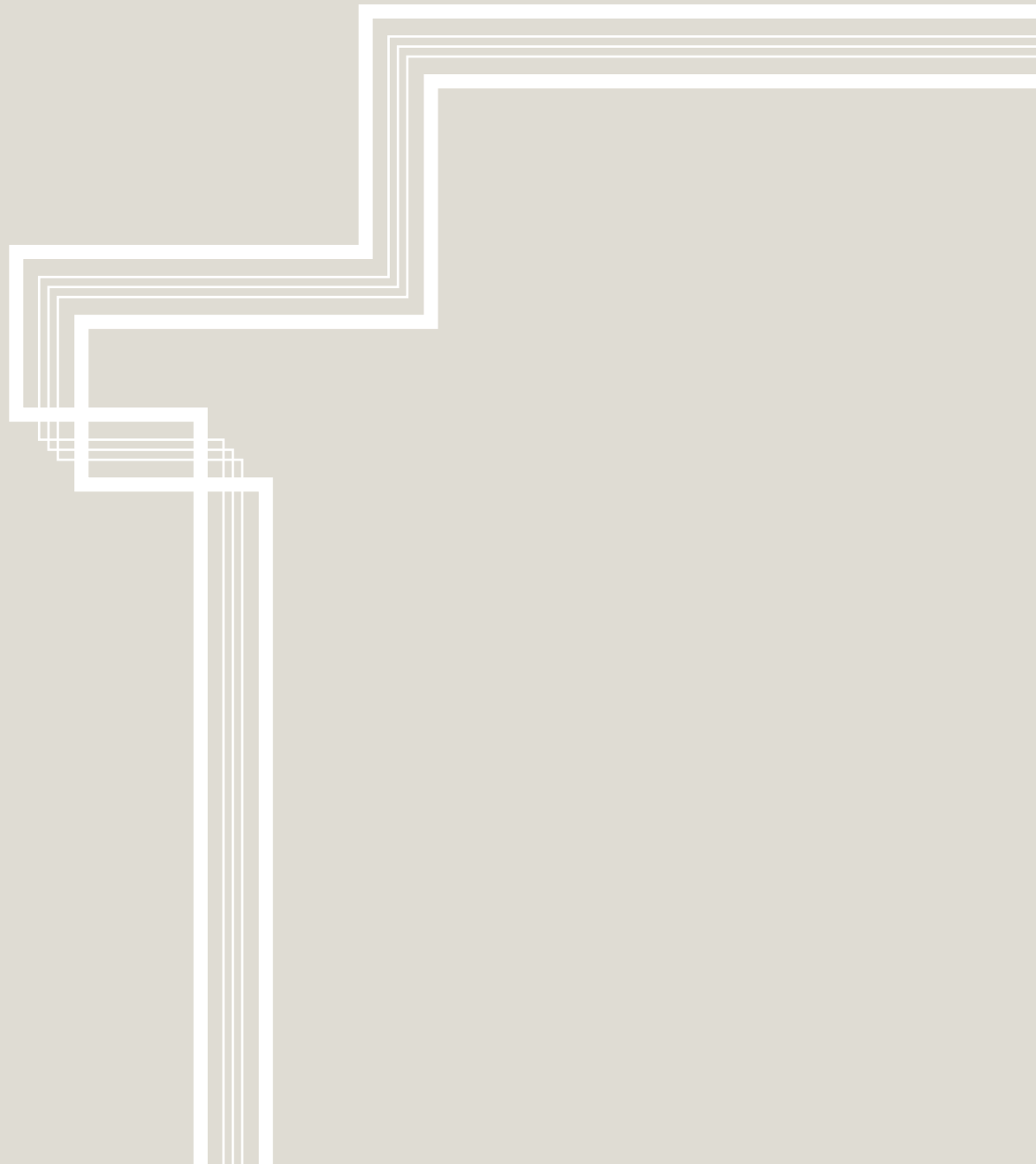


RIBA 

VENUES AT 66 PORTLAND PLACE

20TH CENTURY GLAMOUR WITH  
21ST CENTURY SERVICE

JARVIS SUITE



## 66 PORTLAND PLACE : VENUE INFORMATION

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### JARVIS SUITE

The Jarvis Suite is the RIBA's venue for large conferences. It comprises the Jarvis Memorial Hall, Foyer and registration area, all located on the lower ground floor of the stunning headquarters at 66 Portland Place.

The Jarvis Hall is a full-equipped, naturally lit lecture theatre with stage, twin lecterns and tiered seating for 284 delegates. With floor to ceiling wood panelling concealing recently installed, state-of-the-art audio visual equipment, the room creates an inspirational and comfortable atmosphere for conferences, screenings, lectures and award and graduation ceremonies.

The adjacent foyer can accommodate refreshments for up to 220 delegates. Other rooms in the building can also be hired as syndicate rooms. Alternatively, the foyer can be easily converted into an extension of the hall by virtue of a 'disappearing' wall, making space for a further 120 delegates; increasing the capacity to 400. With the wall raised, the foyer can act as your registration point or exhibition space to accompany the conference. The foyer can also be hired on its own for product launches, exhibitors, private dinners and other events.

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### CAPACITIES

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#### JARVIS HALL

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Theatre Style	284
Theatre style without wall	400

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#### JARVIS FOYER

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Standing Buffet	220
Seated Dinner	120

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#### JARVIS OFFICE

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Boardroom	10
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**COSTS: ROOM HIRE RATES 2012 (VAT EXEMPT)****JARVIS SUITE**

Full day 0900 - 1700	<b>£2,600</b>
Half day 0900 - 1300 or 1400 - 1700	<b>£1,750</b>
Evenings 1800 - 2300	<b>£2,600</b>

**These hire charges include:** Jarvis Hall & Foyer | Cloakroom with attendants

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

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

**CATERING**

Our head chef and his highly trained team are passionate about creating innovative menus and delivering exceptional service; making each event at the RIBA 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 catering experience is key in creating a successful event. We have prepared appropriate packages based on our experience and knowledge of the space, from fresh breakfast selections, satisfying sandwich lunches, delicious hot buffet menus to an afternoon tea selection.

To download the catering menu please visit the Hospitality section of the website [www.ribavenues.com](http://www.ribavenues.com) and to discuss your catering requirements, please contact the Catering team:

020 7307 3747

[catering@riba.org](mailto:catering@riba.org).

## AUDIO VISUAL FACILITIES

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The following packages represent our most frequent client requirements however the AV team will be delighted to advise on further audio, presentation and lighting solutions for your event.

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### JARVIS PA PACKAGE

weekday **£495**

weekend **£595**

AV technician, PA system, up to 9 wired microphones & 2 radio microphones of any combination

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### JARVIS AV PACKAGE

weekday **£595**

weekend **£695**

AV technician, high definition projector, switchgear, PC & Mac, up to 5 preview monitors, presenter remote, , PA system, up to 9 wired microphones & 2 radio microphones of any combination

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### JARVIS FOYER BESPOKE CREATIVE LIGHTING

**£350**

a must-have addition for creative conference & event branding  
6 x Mac250 Entour moving head lights and programming & AV technician

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### JARVIS FOYER UPLIGHTING

from **£95**

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### JARVIS FOYER PROJECTION

**£95**

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Please note:

- Please note all equipment is operated by a dedicated RIBA AV technician
- Clients are not permitted to bring in their own equipment
- The AV team are happy to meet with clients for consultation in preparation for events and conferences and do accept presentations by email in advance

## 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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