

CAPACITIES

Wedding Ceremony (seated)	150
Lunch/Dinner (seated)	200
Dinner Dance (seated)	180
BBQ/Buffer (standing)	500
Reception (standing)	500

CLUBHOUSE DIMENSIONS

Length	22.6m
Width (max)	9.5m
Width (min)	7.3m
Height (max)	3.25m
Height (min)	2.75m

SILVER BAR DIMENSIONS

Length	8.9m
Width	12.1m

MOO ROOM DIMENSIONS

Length	6.0m
Width	4.4m

ACCESS

Entrance Width	1.5m
Entrance Height	1.97m
Lift Width	1.1m
Lift Height	2.0m
Lift Payload	1800kg

LIGHTING

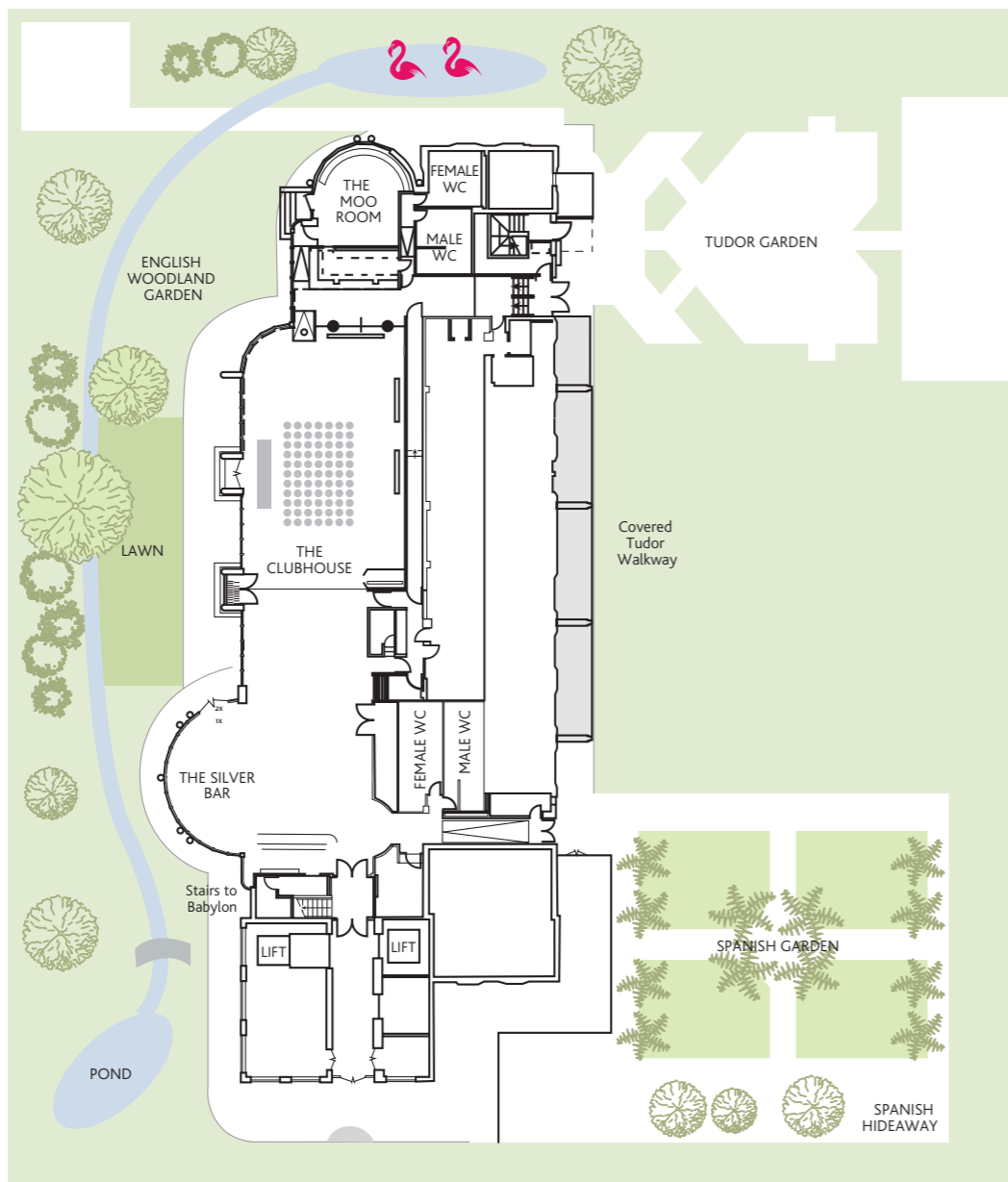
Dichroic low voltage	Yes
Controls in room	Yes
Dimmers	Yes
Blackout (partial)	Yes
Natural Daylight	Yes

EXTRAS

Air Conditioning /Heating (all areas)	Yes
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T: +44 (0) 207 368 3971
 F: +44 (0) 207 938 2774
 E: EVENTS@ROOFGARDENS.VIRGIN.COM
 WWW.ROOFGARDENS.VIRGIN.COM

THE ROOF GARDENS
 6TH FLOOR
 99 KENSINGTON HIGH STREET
 (ENTRANCE ON DERRY STREET)
 LONDON W8 5SA



All information correct as of July 2011 and is subject to change at any time.

WEDDINGS AT THE ROOF GARDENS

CAN YOU THINK OF A BETTER PLACE TO GET MARRIED IN LONDON THAN AT THE ROOF GARDENS? WE HOPE NOT, BECAUSE WE LOVE WEDDINGS!

We can arrange receptions for a minimum of 50 guests to larger, more elaborate celebrations, but in such a unique events space, it seems a shame not to pull out all the stops. Talk to us about what you'd like, and we'll be delighted to help!

THE COMPLETE SERVICE

Let us make organising your wedding day as stress-free as possible. We'll assign you a dedicated Wedding Planner, and we can take care of the wedding cake, the balloons, the photographer, the flower arrangements, the entertainment, fireworks and more to make sure you can enjoy every moment of your special day! We've even organised 'diary rooms' for the wedding party to leave special messages for the bride and groom, releases of white doves, chocolate roses for the tables, and lots more if you're looking for extra special touches.

TIMING IS EVERYTHING

DAY EVENTS

Day of hire	Hire period	Guest minimum*
Mon – Sat	9am – 5pm	50

EVENING EVENTS

Day of hire	Hire period	Guest minimum*
Mon – Thurs	7pm – 12.30am	200
Sunday	12noon – midnight	100

*If your wedding has fewer guests, a minimum spend will apply. Please note bank holiday Sundays are subject to higher minimum numbers.

Sunday licensing regulations require the bar to close and the music to end at midnight with the room having to be fully vacated by 12.30am.

THE ROOF GARDENS WEDDING EDITIONS

We offer three complete packages that include everything to get you started so that your wedding day is a success. Choose either the gold, platinum or diamond edition, and feel free to ask if there is something else you'd like – we'll be happy to see what we can do!

- GOLD £150**
 - Exclusive hire of The Roof Gardens
 - 30 minute arrival champagne reception
 - 3-course set menu meal, BBQ or buffet menu
 - Specially selected red and white wine and mineral water with meal
 - Glass of champagne for your toast
- PLATINUM £180**
 - One night's accommodation for the bride and groom
 - Choice of Spanish Band or Jazz Duo for reception
 - Post wedding breakfast DJ for up to 4 hours
 - Individual floral table centre arrangements
 - 2 x Floral pedestal arrangements
- DIAMOND £205**
 - Additional 30 minute (total 1 hour) arrival champagne reception
 - Arrival canapé reception (choice of 4 items)
 - Upgraded flower selection
 - Chair covers with your choice of bow

Rates are inclusive of VAT at the current rate and are subject to change. Prices listed are per person. Minimum guest numbers apply.



YOUR WEDDING QUESTIONS ANSWERED!



WHERE CAN I HOLD MY CEREMONY AT THE ROOF GARDENS?

The Clubhouse on the 6th floor is licensed for civil ceremonies and partnerships for up to 150 people. Weddings at The Roof Gardens are exclusive and we reserve the entire 6th floor for your friends and family. The Gardens themselves are not licensed for civil ceremonies however depending on the time of year your welcome drinks, reception and all the day's events can be held in a variety of beautiful settings.

HOW DO I BOOK THE REGISTRAR FOR MY CEREMONY?

If you are planning on getting married here at The Roof Gardens please remember to contact the Kensington and Chelsea Registrars to check their availability and to secure your date. You can book up to one year in advance.

Their contact details are as follows:

Chelsea Old Town Hall, Kings Road, London, SW3 5EE
Tel: 020 7361 4100
www.rbkc.gov.uk/communityandlocallife.aspx

CAN MY PHOTOGRAPHER TAKE PICTURES DURING THE CEREMONY?

Absolutely! The Kensington and Chelsea Registrars are very friendly and love to have their pictures taken.

ARE WE ALLOWED TO HAVE CONFETTI IN THE VENUE AND GARDENS?

We are happy for you to throw confetti in the garden areas or Tudor Walkway. The confetti should be natural petals such as fresh or dried rose petals or rice paper as they are biodegradable and will not harm our wildlife in the gardens.

WHO WILL BE LOOKING AFTER MY WEDDING ON THE DAY?

Our dedicated Wedding Planner will look after you during the planning of your wedding and will be there on the day so you can relax and relish every second of your wedding!

One of our friendly Operations Managers will manage the day to ensure that everything goes smoothly behind the scenes.

As soon as we have received your signed contract and initial deposit, we will contact you to arrange your first planning meeting with your Wedding Planner. After this time meetings can be held as required to help put the pieces in place for your big day.

CAN THE BRIDE GET READY AT THE VENUE?

Yes. We can make a room available for the bride on the day.

WHAT IS THE BOOKING PROCEDURE?

We are happy to hold your chosen date provisionally for up to 10 days, depending on how soon your planned wedding day is. Once you confirm your day with us we will send you a contract and an invoice for your initial deposit.

WILL THE FLAMINGOS BE AT OUR WEDDING?

Splosh, Pecks, Bill and Ben, our four beautiful flamingos love weddings and will be happy to pose for photos!

HOW LATE DO YOU STAY OPEN?

Our license allows us to continue serving alcohol until 12.30am from Monday to Thursday and until midnight on Sunday. As our Private Members Club operates on a Friday and Saturday we have to conclude earlier events by 5pm as we need a minimum of two hours to transform the venue.

CAN WE HAVE A MENU AND WINE TASTING?

Of course! Part of the planning process is an opportunity for the bride and groom to come in and try dishes which have been lovingly created by our dedicated Chef. You are also able to select wines to match with the food and our Bar Manager is available to discuss beverage options with you. Once your booking is confirmed we can arrange a menu tasting date for you depending on availability.

CAN YOU CATER FOR CHILDREN AND WHAT AGE DO YOU CLASSIFY A CHILD?

Ages from 3 up to 11 are considered children and we have child friendly menus to cater for them. The VIP Moo Room can be allocated as a children's room on the wedding day. Please see our recommended supplier list for children's entertainers or crèche facilities.

CAN WE USE OUR OWN CATERERS FOR OUR WEDDING?

Yes. We offer the venue on Sundays for external caterers who must be able to provide The Roof Gardens with a copy of their liability insurance and a risk assessment. The Roof Gardens reserves the right to make the final decision on allowing external caterers access to the venue.

CAN I USE A SUPPLIER WHO ISN'T ON YOUR RECOMMENDED SUPPLIER LIST?

You certainly can. There are so many great wedding suppliers across London we couldn't possibly have them all on our list. We have listed the suppliers that have worked well at the venue and who we think personally do an amazing job.

ARE THERE ANY LOCAL HOTELS YOU RECOMMEND?

To help you and your guests we have put together a unique Roof Gardens Kensington Hotel Map that shows the nearby accommodation options. The map displays live availability and allows you to book directly with each hotel www.hotelmap.com/M3P72

WHERE IS THE CLOSEST PARKING TO THE ROOF GARDENS?

There are two car parks located nearby:

- ◆ **National Car Park** at 19-27 Young Street.
Please follow the link below for further information:
www.ncp.co.uk/find-a-car-park.htm
*type Kensington under the 'find a car park' heading
- ◆ **Euro Car Park** located under the Royal Garden Hotel

WHAT ABOUT FIREWORKS, CHINESE LANTERNS AND FLAME TORCHES.

We can organise firework displays in the English Woodland and Spanish Gardens which are spectacular! Displays normally start around 10.30pm and can last from 5 to 30 minutes. Chinese lanterns and flame torches can damage our beautiful listed trees and gardens so we are unable to use them. We do however have various other lighting options to create the perfect setting for your wedding.

CAN WE HAVE A MARQUEE IN THE GARDENS?

During the winter months the Tudor Garden is covered by a marquee which you are welcome to use. During the summer months should you wish to have a marquee in one of the gardens this can also be arranged at an additional charge.

CAN I BRING MY OWN DJ OR BAND? WHAT EQUIPMENT DO THEY HAVE TO BRING?

Yes, you can. Your DJ can use The Roof Gardens equipment located in our DJ booth for an additional charge or bring their own PAT tested equipment including a full PA system. All bands must bring their own PAT tested equipment including a full PA system with microphones. We have a stage the band can use.

WHAT MUSIC CAN I HAVE AT MY WEDDING?

You can have any music you choose within the Clubhouse, the only restriction may be the volume level, however our Operations Manager on duty will liaise with the DJ or band to ensure this is kept to an agreed level. We can also accommodate acoustic music in the Spanish and Tudor Gardens until 10pm.

