

# Facility and Room Hire Charges from 1st April 2011 to 31st March 2012



FULHAM PALACE

Location	Standard	Half day	Civil Wedding Ceremonies
The Great Hall *	£1000.00	£750.00	£750.00
The Drawing Room Cafe Bishop Howley's Drawing Room and Morning Room	£1000.00	N/A	N/A
Bishop Terrick's Drawing Room *	£600.00	£450.00	£450.00
Bishop Terrick's Dining Room*	£375.00	£275.00	£275.00
The Chaplain's Garden Marquee	£4000.00	O/R	N/A
Bishop Blomfield's Rooms	£500.00	£300.00	N/A
The East Courtyard	O/R	O/R	N/A
The West Courtyard	O/R	O/R	N/A
The North or Main Lawn	O/R	O/R	N/A
The Palace for private use excluding marquee	£4000.00	N/A	N/A
The Palace for private use including marquee	£6500.00	N/A	N/A

Friday and Saturday bookings are subject to a minimum hire fee. October to April the minimum hire fee is £3995.00; May to September the minimum fee is £4495.00. Please note VAT is not applicable on room hire charges.

## Notes

'Standard' refers to a function running between 9.00am and 5.00pm daily or an evening function running between 6.00pm and 1.00am.

'Half day' refers to a function of maximum four hours' duration running either between 9.00am and 1.00pm or 1.00pm and 5.00pm.

'O/R' refers to 'on request'. Please contact us to discuss your requirements for this special space.

'N/A' indicates 'not available'.

'The Palace for private use' indicates the lettable space within the building and/or specified area but does not include the entire grounds.

\* denotes this room is licensed for civil ceremonies.

## **Charity Evening**

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Fulham Palace may be made available at advantageous rates to registered charities by request on Monday evenings.

## **Inspection Visits**

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We will be delighted to show you the various rooms and spaces available for hire. Please contact the Hospitality Manager to arrange your visit.

## **Civil Marriages, Partnerships and Naming Ceremonies**

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A number of rooms, of varying sizes, within Fulham Palace are licensed by the Registrar, however we would advise you to contact the Registrar's Office to ascertain suitable dates before booking your space.

The Registrars for the London Borough of Hammersmith & Fulham may be contacted on 020 8753 2140, Fax 020 8753 2146 or via email [registeroffice@lbhf.gov.uk](mailto:registeroffice@lbhf.gov.uk)

## **Children's Parties & Activities**

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Fulham Palace is able, through its dedicated team of museum and educational staff, to offer a range of organised party activities which may take place within the rooms or grounds. Please contact the museum team on 020 7736 3233 for further information and prices.

## **Catering**

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Fulham Palace has an approved list of caterers from which hirers are free to make their own selection.

We regret that Fulham Palace does not permit hirers to provide their own catering. Nor are hirers permitted to supply their own alcohol, wine or beverages.

## **How To Book**

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Please contact the Hospitality Manager at Fulham Palace to check room availability in the first instance.

If the room is available, a provisional booking will be taken and an invoice issued for a non refundable deposit of 25% of the fee. On receipt of your deposit, your booking will be confirmed.

A final invoice will be forwarded for the balance no later than twenty eight days prior to your booked event.

## **Payment**

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Fulham Palace accepts payment via cheque or credit card.

We regret that for all payments made by credit card a charge of 1.25% is applicable.

We regret that for all payments made using an American Express card a charge of 3.35% is applicable.

There is no charge for debit card payments.

Cheques should be made payable to Fulham Palace Trust.

This document must be read in association with the accompanying terms and conditions.

## **Contact Details**

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