# **Frequently Asked Questions**

What is included in the venue hire?

Exclusive use of the venue for your wedding after 5pm (non-exclusive before 5pm due to public opening hours)

Set-up and de-rig time for caterers, florists and other suppliers

Operational support from your Event Manager on the day, and in the run up to your wedding

Free use of the PA system and wireless microphone when hiring the Soane Gallery or Linbury Room for your background music and speeches.

Can we get married in the Chapel next to Dulwich Picture Gallery?

Christ's Chapel is independent of the Gallery and comes under Church of England regulations. You would, therefore, need to contact the Parish Office directly on 020 8693 1524 or parishoffice@stbarnabasdulwich.org to discuss availability and eligibility.

Can we bring our own suppliers?

As a listed building with priceless works of art on display as well as short set-up time in our Gallery and Grounds, we ask you to work with our approved list of suppliers for catering, marquee hire, furniture, lighting, AV equipment, flowers and entertainment. They are well respected and flexible suppliers who go through a rigorous approval process and therefore know the Gallery and our staff well. They would be happy to quote for your wedding day.

Can we supply our own drinks?

You are welcome to provide your own drinks. This would need to be arranged directly with your chosen caterer, who may charge a corkage fee in order to chill, deliver and serve the drinks. Feel free to discuss as part of your catering quotation.

Are there restrictions on catering in the Gallery?

We are not able to accommodate buffet style catering in the Soane Gallery, though this can take place in the Cafe. Red wine and dark coloured drinks are not permitted in the Soane Gallery however can be served in all other areas. In addition, any foods that are liable to stain are not permitted. These include saffron, beetroot, red berries and turmeric etc.

#### Can children dine in the Gallery?

Yes, if always supervised by adults and the elegant surroundings of the gallery are respected.

### Can my wedding go on later than 11pm?

Our usual licence allows for music and bar service until 11pm with all guests departed within 45 minutes. We are able to extend our licence for indoor events by one hour, to allow music and bar service until midnight. This is available on request and has an additional charge of £1,000 + vat.

#### Are fireworks and candles allowed?

Fireworks are not permitted at Dulwich Picture Gallery. Flames and candles are not allowed in any of our spaces, but LED Candles offer a great alternative to real flame.

## Can we use the Gallery for our wedding photos?

The Bride and Groom are welcome to use the Gallery for photos in the evening. We will discuss the options with you and your photographer ahead of the day. Please note that flash photography is not permitted inside the Soane Gallery.

Who do I need to contact to book registrars for a civil ceremony at the Gallery?

Dulwich Picture Gallery belongs to the Borough of Southwark. You can find all the details here: <a href="https://www.southwark.gov.uk/births-deaths-marriage-civil-partnership-and-civil-partnership-a

You will need to contact Southwark Council Registrar's Office directly on 020 7525 7669 or email <a href="registrars@southwark.gov.uk">registrars@southwark.gov.uk</a> to book your registrars to conduct your ceremony. Popular dates and times do get booked up well in advance so do contact them as soon as possible to avoid disappointment. Please note that Southwark Council are only able to arrange ceremonies up until 6pm, Monday - Saturday, or up until 1pm on a Sunday or Bank Holiday. Do also remember that as well as booking a registrar for your ceremony in the borough in which you are to marry, you will also need to give notice of your marriage with the council where you reside. You can give notice up to a year in advance of your wedding date, but no later than one month before.

#### Is confetti allowed?

No type of confetti is permitted internally at the gallery. Biodegradable confetti and real petals only are permitted in the grounds.

### Are there restrictions regarding decoration?

Due to the heritage listing of our venue, nothing may be affixed to any surface of the Soane Gallery, either internally or externally. Freestanding decorations can be considered in the Gallery however must be positioned at least 1 meter or falling distance, from any artwork. All positions must be agreed in advance with the Event Manager.

## Can we provisionally hold a date?

You can hold a date in our diary, free of charge and with no obligation. If you are holding a date we ask you to come and see the Gallery in person and we will ask for a decision within two weeks. Please get in touch if you would like to check availability and book a visit with our Event Manager.

## How do we confirm our booking?

To confirm your booking we will need to invoice for 50% of your total venue hire as a deposit. We will also send a venue contract with our full terms and conditions that will

need to be signed and returned. Upon receipt of your deposit and signed contract your wedding will be confirmed and the date will be secured in our diary.