



41 PORTLAND PLACE

WEDDINGS
2023

41 PORTLAND PLACE, MARYLEBONE, LONDON W1B 1QH

ANNA.TI.CREATES



WEDDINGS AT 41 PORTLAND PLACE

ROMANCE IN THE HEART OF MARYLEBONE

If you have ever dreamed of holding your wedding in a London Georgian townhouse, 41 Portland Place is perfect for you.

Surrounded by elegant grandeur and in the heart of Marylebone, our Grade

II* listed townhouse is the ideal setting for a stylish and romantic London wedding. Our beautiful, versatile spaces, including a stunning outdoor terrace, can accommodate intimate events or larger parties of up to 120 guests for a standing reception.

You can relax and savour each moment of your special day while our in- house team takes care of everything.

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HISTORY

DESIGNED IN 1773

41 Portland Place was designed by James Adam and was originally built as a private home for The Honourable Thomas Gage.

During the Second World War, the house remained standing while surrounding buildings were razed to the ground during the London Blitz. The Ciba/Novartis Foundation moved into 41 Portland Place in 1947, and for over 50 years hosted prestigious scientific events attended by some of the greatest medical scientists of the last century.

Today, the house is home to the Academy of Medical Sciences. Profits generated through venue hire of 41 Portland Place are used to fund activities run by the Academy of Medical Sciences to ensure research is rapidly translated into benefits for patients.

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TAILORED PACKAGES

We have created a simple, all-encompassing package that includes the essentials for your big day.

If you do not see what you are looking for in the package details please just ask and we would be more than happy to discuss a tailored package.



Exclusive venue hire of 41 Portland Place from 12.00pm - 11.00pm (we would suggest your ceremony commences at 2pm)

Nibbles during drinks reception

One-hour of unlimited Prosecco, wine, bottled beer and soft drinks during your reception

Three-course fine dining menu followed by tea, coffee, and petit fours

Complimentary tasting of the chosen menu

A glass of Prosecco with the toasts

Accompanying house wine & mineral water throughout your wedding breakfast (half bottle of wine)

White table linen & white napkins, Chiavari chairs, house crockery & glassware

Table numbers or letters & stands

PA system, hand-held microphones, screen & projector, iPad with Spotify

Reception & house team to assist your guests

Security & cloakroom

UPGRADES

Upgrade from nibbles to four pre-dinner canapes
£8.50+VAT per person

Cocktails
£8.25+VAT per person

Upgrade to champagne reception
£6.00+VAT per person

Upgrade to champagne reception & toast
from £18.00+VAT per person

Unlimited house wine, bottled beer and soft drinks
from £15.00 + VAT per person

Unlimited house prosecco, wine, bottled beer and soft drinks
from £18.00+VAT per person

Late Night Snacks (bowl food)
from £25.00 +VAT per person

Cheese course
£10.50+VAT per person

Upgraded Linen
From £150.00 + VAT

Flower wall & Garden Games
£150+VAT

Black & White Dancefloor & 8x Uplighters
£650+VAT

Upgraded Crockery
Available upon request

Furniture Upgrades
Available upon request

Design/Entertainment
Available upon request





CREATIVE CATERING

Elegant and memorable, our excellent food is matched by the highest standards of service.

Food and service are provided by specialist caterer Company of Cooks who design, plan, and cater for all our events with attention to detail, ingenuity, and imagination using sustainably and ethically sourced ingredients.

Our talented head chef is extremely flexible when designing and delivering menus. He would be happy to meet with you before your event to create a bespoke menu to fit with the design and flow of your day.



FAQ'S

What is your maximum capacity?

We can accommodate up to 70 guests for a ceremony and wedding breakfast and up to 150 for a standing reception.

Are there any restrictions on your terrace?

Guest are unable to smoke but we're happy for BBQS and our terrace is open until 9.00pm. Amplified music is not allowed.

Do you have accommodation?

Unfortunately we cannot offer accommodation on site; however, we do have discounted rates at local hotels.

Do you have access for guests with disabilities?

The entire venue is fully accessible for guests with disabilities. We have one lift within the venue, ramps and wide entrance doors for electric wheelchairs.



Can we invite additional guests for the evening reception?

Yes, the maximum capacity for an evening reception is 150 guests.

Can our guests use confetti?

Yes, we allow biodegradable confetti only.

What time can I have access to the venue on my wedding day?

As standard, you are permitted access to the venue from 12 noon on your wedding day. If you would like to arrive earlier please discuss this with your wedding planner.

Will I be able to set up the day before?

If the venue is available the day before your wedding we will do our best to allow you access for set up. However, this is not guaranteed and subject to charge.

What is the booking process?

To secure your wedding date we require a 25% deposit based on an estimated number of guests attending. You will also be required to sign a contract subject to our terms and conditions. The remaining balance of your booking is due before your wedding date. A balance invoice will then be raised the day after your wedding to capture any last minute add-ons or account bar tabs.

When do you need final guest numbers?

We require final guest numbers no later than seven working days before your wedding date.

Do you have anywhere for the bridal party to get ready on the morning of the wedding? Our Fellow's library will be available throughout the day for the bridal party.

Do we have to use your recommended suppliers?

Please use our recommended suppliers list as an experienced helping hand. This is by no means a closed list and you can bring your own suppliers if you wish.

Do you have on-site parking?

There is on street parking just outside and the closest NCP car park is Weymouth Mews which is approximately a five minute walk.

Can I provisionally book a date?

We can provisionally hold dates for two weeks or until we get another enquiry for the date. To provisional book your date please contact us.







**WE WOULD LOVE TO DISCUSS
YOUR WEDDING PLANS...**

**PLEASE GET IN TOUCH WITH OUR
FRIENDLY &
EXPERIENCED TEAM WHO ARE
ALWAYS HAPPY TO
HELP.**

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