



41 PORTLAND PLACE

ONE OF LONDON'S FINEST
GEORGIAN TOWNHOUSE VENUES

WEDDING BROCHURE 2024

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.



JAMIE EDWARDS PHOTOGRAPHY





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.







ALL-INCLUSIVE WEDDING PACKAGE

FULL VENUE WEEKEND EXCLUSIVE HIRE

- Exclusive venue hire of 41 Portland Place from 12noon - 11.00pm (we would suggest your ceremony commences at 2pm)
- One-hour unlimited house wine, prosecco, beer and soft drinks during your reception
- Nibbles on arrival
- Three course fine dining menu followed by tea, coffee and petit fours
- Complimentary tasting of the chosen menu for the two of you
- A glass of Prosecco with the toasts
- Accompanying house wine & mineral water throughout your wedding breakfast (half bottle of wine per person)
- White table linen & White napkins, Chiavari chairs, house crockery & glassware
- Menus, table numbers or letters stands
- Bar set up with white linen
- Uplighters, PA system, handheld microphones, iPad with Spotify
- Reception & house team to assist your guests
- Security & cloakroom (unmanned)

Starting from £219 per person
(Including VAT, based on 60 guests)



PACKAGE UPGRADES / ADD ONS

EQUIPMENT

Flower wall & Garden Games
£150 +VAT

Black & White Dancefloor
£500 +VAT

Upgraded Linen
From £150 +VAT

Upgraded Crockery
(Available upon request)

Furniture Upgrades
(Available upon request)

Design/Entertainment
(Available upon request)

CATERING

Upgrade from Nibbles to Four Pre-dinner Canapes
£9.00 +VAT per person

Late Night Snacks (bowl food)
from £24.00 +VAT per person

Fine dining - cheese course
£12.00 +VAT per person

Upgrade to champagne toast
£15.00 +VAT per person

Pitcher Cocktails
£35.00 +VAT per 1 litre jug

Extended unlimited drinks package
From £7.00 +VAT per person



CEREMONY ONLY WEDDING PACKAGE

FIRST FLOOR VENUE HIRE

- First floor venue hire (2 hours between 11:00 – 17:00)
- Nibbles on arrival
- A glass of Prosecco
- Ceremony set-up with Chiavari chairs
- Bar set up with white linen
- Uplighters, PA system, handheld microphones, iPad with Spotify
- Reception & house team to assist your guests
- Security & cloakroom (unmanned)

Starting from £52 per person
(Including VAT, based on 60 guests)



ELENA POPA PHOTOGRAPHY

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.





FREQUENTLY ASKED QUESTIONS

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.

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.

Can our guests use confetti?

Yes, we allow biodegradable confetti only.

ANNA TI CREATES



FREQUENTLY ASKED QUESTIONS

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.

When do you need final guest numbers?

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

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.

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.

MASHA UNWERTH PHOTOGRAPHY





ELENA POPA PHOTOGRAPHY



JEFF OLIVER PHOTOGRAPHY



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JAMIE EDWARDS PHOTOGRAPHY



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CONTACT US

OUR EVENTS TEAM ARE
ALWAYS HAPPY TO HELP



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