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## DULWICH PICTURE GALLERY ENTERPRISES LIMITED

### **Frequently Asked Questions for Weddings:**

#### **What does the venue hire fee include?**

- Exclusive use of the venue for your wedding day from 5pm.
- Set up time for caterers and suppliers.
- Two hours set up time prior to your 4pm wedding ceremony for decoration purposes.
- Full operational support from the Events Manager or a member of the Operations Team in the run up to the event and on the day itself.
- Free use of our in house AV and PA equipment and staging.
- Free use of our chairs and tables in the Linbury Room.
- Security Staff and Warding Staff in the Gallery and on site.
- Cleaning.

#### **Can we hire Dulwich Picture Gallery for the Civil Ceremony only?**

Sorry, this is not possible, however we do have an all inclusive package for the ceremony and a short drinks reception afterwards.

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

Christ's Chapel is independent of the Gallery and comes under the Church of England regulations. You would therefore need to contact the Chapel directly on 020 8693 1524 to discuss this.

#### **Can we bring in our own caterers?**

Dulwich Picture Gallery is a venue of high importance and high risk. Therefore only our approved suppliers may be used for catering. If you wish to dine in the Gallery Café as part of your event, you must use our in house caterers, Digby Trout.

#### **Can we bring in our own photographer, florist, DJ, band or other production company?**

You are not limited by our recommended suppliers (other than the Approved Caterers) and you may bring in your own florists, bands and other suppliers. All suppliers brought on site must be with prior approval from our Events Manager and any equipment must adhere to our strict health and safety code of practice. Our Recommended Suppliers have worked many times at the venue and we recommend all of them highly.

Live bands, DJs and any amplified music are permitted in the Linbury Room, Gardens and Gallery Café. Timing restrictions apply. In the Soane Galleries themselves, all music must be unamplified. Dancing is not permitted in the Soane Galleries.

#### **Can our photographer and guests take photographs within the Soane Galleries?**

Yes. There are some restrictions, which can be discussed with the Events Manager. We would recommend that your professional photographer meet with the Event Manager prior to your wedding day to discuss the range of options for photographs in order for them to make the most of the site.

#### **Is confetti allowed?**

No type of confetti including rice, paper, petals or biodegradable confetti can be used on site.

Please contact the Events Department on 020 8299 8713  
[events@dulwichpicturegallery.org.uk](mailto:events@dulwichpicturegallery.org.uk)



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## DULWICH PICTURE GALLERY ENTERPRISES LIMITED

### **When do our chosen caterers and other suppliers have access to the site?**

At the start of your hire period, your caterers will be ready to receive you and your guests. The Events Manager will have arranged access and delivery from your suppliers prior to your arrival according to your event requirements.

### **Are there other restrictions when catering inside the Gallery?**

Only seated dinners or canapé receptions can take place inside the Soane Galleries. Buffet style service can take place inside the Gallery Café. White wine and champagnes only can be served inside the Gallery, with red and rosé allowed in all other areas of the site. Food which may leave a lingering smell, or is liable to stain, is not permitted.

Please speak to the Events Manager regarding these restrictions and any others you have read.

### **Can we arrange to leave items overnight?**

No, everything must be collected immediately at the end of your wedding day. Dulwich Picture Gallery cannot accept any responsibility for items left at the venue.

### **Can we deliver or set up the day before an event?**

All setup, breakdown and deliveries must be on the day of your wedding with prior consent and agreed times with the Events Manager. They will liaise directly with our approved suppliers to arrange suitable delivery times based on your requirements. Additional set up / pack down time may be available, usually for a hire fee.

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

Yes, we can apply for a licence extension until 12 midnight (guests leave by 12.30am) and this is available upon request at an additional charge.

### **Can we provide our own alcohol?**

Yes - please liaise directly with Dulwich Picture Gallery approved caterers to discuss your event beverage options.

### **Are there any restrictions regarding decorations?**

Due to the Heritage Listing of our venue, nothing may be affixed to any surface, either internally or externally within the Soane Galleries. Freestanding decorations or stands are advised but please consult with our Events Manager to discuss your requirements or request.

Please also consult with the Events Manager regarding the decoration of the Linbury Room.

### **Can we smoke inside the venue?**

No, smoking is only permitted outside the venue where ashtrays are provided.

### **Can we have candles, if so what are the restrictions?**

Unfortunately candles and naked flames are not permitted at Dulwich Picture Gallery. However, florists are able to provide battery operated candles which are a great alternative.



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## DULWICH PICTURE GALLERY ENTERPRISES LIMITED

### **Is there any parking at Dulwich Picture Gallery?**

On the day, the Gallery car park is reserved by the Events Manager for the use of your Caterers and Suppliers and for any disabled guests. The car park is not for guest's use unless specific requests for guests are made to the Events Manager. There is free parking on Gallery Road, College Road and the surrounding area. You and your guests are advised not to park in Dulwich Park, since the gates are locked at sunset.

### **Can a marquee or gazebo be erected on site?**

Yes. We have three approved marquee companies for you to choose from. Other marquee companies cannot be used. Please consult with your Events Manager regarding further details.

### **Do you have an outdoor space for hire?**

Dulwich Picture Gallery is set in beautiful unique grounds which are part of your hire fee. These are a wonderful backdrop for your wedding day photographs. You are advised to talk through both fair and bad weather scenarios with your Events Manager.

### **Are we able to offer discounts on our hire fees?**

We are sometimes able to offer discounts to other charities.

For private clients, we are unable to offer discounts. The hire of the Gallery is an extremely important part of our income, with all proceeds going towards the conservation and upkeep of the Gallery, its collection and the Education Department.