



# *Private Events at Blenheim Palace*

## Helpful Information

### **Access to the Venue and Facilities**

**The Orangery:** The earliest access time for setup is 18.00 with deliveries being accepted from 17.00 subject to prior approval and liaison with your Event Planner.

**The Palace:** Access to the Palace is between 08.00 and 09.30 or after 17.30 on the day of your event.

### **Artefacts**

Tourcheres, bronzes, antiquities, paintings or other artefacts may not be moved from any of the facilities.

### **Audio-Visual, Staging and Lighting**

We recommend all planned production is discussed and agreed with your Event Planner well in advance of your event. Any outside lighting will incur additional costs. There can be no staging without appropriate floor covering to protect the floor. All lighting should be situated on the floor with the exception of up-lighting or a free-standing light tower. All AV, lighting and staging must be preapproved by Blenheim Palace.

### **Branding**

All signage, branding and marketing collateral must be pre-approved by Blenheim Palace prior to your event. The Blenheim Palace logo cannot be used in any promotional material.

### **Candles**

Candles can be used as table centrepieces or table decoration. All candles should be designed so that candlewax does not drip on to the tables, chairs or floors, and does not set fire to the foliage or the table.

### **Car Parking**

**The Orangery:** Guests can be dropped and collected from 'Flagstaff' Gate.

**The Palace:** Guests can be dropped and collected from the Great courtyard.

Guests' cars are to be parked in the designated car park. Vehicles may be left overnight with prior permission from the Palace and should be collected by 09.30 the next day at the latest. By law, cars left after 09.30 are liable for removal or clamping and will be released upon payment of a fee.

**CONTACT OUR EVENTS TEAM TO DISCUSS YOUR REQUIREMENTS**

**Call 01993 813874**

*or email:* [sales@blenheimpalace.com](mailto:sales@blenheimpalace.com)

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# *Private Events at Blenheim Palace*

## **Children**

Children are to be under parental supervision at all times and are to be seated with their parents whilst dining. It is highly recommended that a fully qualified Nanny or Children's entertainer is employed for events. Our Events Team will be pleased to provide you with details of recommended Nanny services. Children's menus are available for children up to 12 years. Please let us know if you require high chairs.

## **Crew Catering**

If you wish to provide dinner for your photographer, band, Event Planner or any other staff, we are pleased to provide crew catering.

## **Deliveries and Collections**

Delivery vehicles are allowed in the Courtyards before 10.00 and after 17.30 subject to the events calendar. Access is prohibited between these times and delivery vehicles may not be left in these areas. To avoid any doubt, please liaise with your Event Planner to arrange all deliveries and collections prior to your event.

## **Entertainment and Dancing**

**The Orangery:** There are many different styles of music or entertainment that you can have, however, all bands and DJs are to be approved by Blenheim Palace. We recommend a maximum number of six entertainers per band or group. Events in the Orangery should finish at 01.00 with entertainment and music finishing by 00.45.

**The Palace:** Dancing is to take place in the Water Terraces. Bands are to be a maximum of five players, staging by permission only. Events to finish by 00.30 and music to cease at 00.15 unless otherwise arranged. On application and subject to approval the finish time for events can be extended until 02.30 in the Water Terraces – additional charges apply.

A decibel limit applies to all music and entertainment both in the Orangery and the Palace.

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# *Private Events at Blenheim Palace*

## **Entrance and Exit: access to Blenheim Palace and the Estate**

All event access to Blenheim Palace is via the Woodstock Gate (which will be manned by gate security) until 22.00. The exit from the Blenheim Palace Estate will be via the Hensington Gate and this is also manned by gate security. Please ask your Event Planner if you have any queries regarding this or if you require copies of the Estate map and directions to Blenheim Palace.

We strongly recommend that guests pre-book their taxi in advance of arrival to ensure prompt departure at the end of the evening. Contact details are available from your event planner

## **External Contractors**

All external contractors must supply in advance the following documentation to the Event Planner:

- Company Health and Safety Policy
- Relevant Risk Assessment Documentation
- Relevant Method Statement
- Copy of Public Liability Insurance

All contractors must be escorted by a Blenheim Palace representative and to wear contractors' badges at all times. Any damage incurred by any contractors will be charged to the contractor.

## **Fireworks and Flares**

The inclusion of a facility fee to hold a firework display at Blenheim Palace is subject to approval and a facility fee of £6,000 (and a returnable grounds damages bond of £1,200 is also required). This does not include the actual fireworks display. Your Event Planner will be able to provide you with contact details of our approved fireworks supplier.

For your event in the Palace, flambeaux in the Great Court are spectacular, lighting the front of the Palace entrance to the Great Hall as guests arrive. Alternatively, you can enjoy flares lining the main drive (additional fee will apply). Talk to your Event Planner to discuss your options.

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# *Private Events at Blenheim Palace*

## **Floral Decorations**

We will be thrilled to advise you of our recommended florists or floral companies who have worked at Blenheim Palace before. Please ask your Event Planner for details and any advice on arranging appointments with your florist at Blenheim Palace.

The silver wine cooler in the Great Hall can be used for floral arrangements by prior permission with your Event Planner but must be protected at all times.

## **Food**

Searcys are the approved caterer for the Orangery and have a wide range of options available for your event. Please speak to your Event Planner for menu options or for a more accurate proposal of costs incorporating the room hire, food and beverages.

Further outside caterers are available for functions taking place in the Saloon, Great Hall and Long Library. A catering marquee is required for most catering inside the Palace and additional charges apply for this. Please ask your Event Planner for a list of approved caterers.

## **Insurance**

For peace of mind, we would recommend you take out your own personal event insurance. If you require information, please contact the Events Team. Public Liability Insurance is required for all events within the Palace. A copy of the insurance certificate for cover of £10 million is required prior to the event taking place. All suppliers and contractors are required to have Public Liability Insurance in place.

## **Licensing Hours**

**The Orangery:** Events must finish by 01.00. The bar is licensed until 00.30.

**The Palace:** Events must finish by 00.30. The bar is licensed until 00.00. On application and subject to approval the finish time for events can be extended until 02.30 in the Water Terraces – additional charges apply.

## **Mineral Water**

We serve only Blenheim Palace Natural Mineral Water for all events at Blenheim Palace regardless of which caterer has been appointed.

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# *Private Events at Blenheim Palace*

## **Payment**

Blenheim Palace will require full payment prior to any event unless.

## **Provisional Bookings**

Provisional bookings made do not require a deposit, however they will be automatically released after 14 days if the event is not confirmed in writing. Upon confirmation an event agreement along with a deposit payment request and full terms and conditions will be sent to you by your Event Planner.

## **Reception Drinks**

**The Orangery:** Reception drinks can be enjoyed on the Italian Terrace if the weather is fine but this will be closed at sunset. There is no access at any time to the Duke's private Italian Garden.

**The Palace:** Reception drinks can be enjoyed in the Saloon, Great hall and long Library. Drinks and food are not permitted in the State rooms. Please note red wine and other dark coloured drinks are not permitted for drinks receptions, however they can be served at the table for dinner

## **Seating Arrangements**

Guests are usually seated at round tables of eight to ten people; however other arrangements are possible but may incur additional costs.

## **Security**

For all evening events at Blenheim Palace security is provided as required by the Estate for the duration of the event. If an additional security guard is required then charges may apply. This is at the discretion of Blenheim Palace and dependent upon the use of facilities, timings and the final number of guests.

## **Smoking**

Smoking and e-cigarettes are not permitted at any time inside the function rooms or facilities. Smoking and e-cigarettes are only allowed in the designated area outside the Orangery or Palace.

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## **Taxis**

Our Event Planners have the details of local taxi companies and we strongly advise that your guests pre-book their taxis to avoid disappointment at the end of the evening. The entrance is the Woodstock Gate (Park Street) and exit via the Hensington Gate (off The Oxford Road, A44) until 22.00 hours. After this time entrance and exit are via Hensington Gate

## **The Long Library Piano and the Willis Organ**

The Long Library Piano and Willis Organ are available to play with prior permissions obtained from Blenheim Palace. We will be able to give you details of the organists available to play at Blenheim Palace along with their fee (a piano tuning fee will be applicable). The Great Hall piano is positioned up on the Minstrel Gallery

## **Showrounds and Viewing**

The Orangery and Palace are available to view by appointment only. Appointments can be made with your Event Planner by calling 01993 813874, and are available from Monday - Friday, subject to availability along with select weekends.

Suppliers or contractors wanting a site visit will need to contact your Event Planner to arrange a suitable time.

## **Wines**

If using Searcy's as your caterer they can provide you with an extensive wine list and will be able to help you choose wines to complement your chosen menu and dishes.

If you wish to provide your own wines, sparkling wine or champagne corkage is charged. Please ask your Event Planner for details.

Please note we do not offer corkage on any other drinks, all other options will be sourced via our in-house caterers, Searcys.

Please note that all prices are inclusive of VAT at the prevailing rate and subject to change.

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