

ROYAL ALBERT HALL PRIVATE MEETINGS, DINNERS AND RECEPTIONS



Photo credit: Tim Edwards on behalf of IMG Tennis



Royal Albert Hall

food & drink by

rhubarb



Registered Charity
Number 254543

With its unique architecture and beautiful setting, the Royal Albert Hall is the ideal venue to host meetings during the day and functions in the evening. Our hospitality team will arrange all aspects of your event to ensure you receive a first class service, from catering and audio visual needs to customer care.

EVENT SPACES



Henry Cole Room - £1,000

Capacity: Theatre style 23, Reception 30, Dinner 30



Prince of Wales Room - £1,250

Capacity: Theatre style 32, Reception 40, Dinner 30



Clive Room - £2,000

Capacity: Dinner 12



1871 Bar - £1,750

Capacity: Theatre style 120, Reception 160, Dinner 60



Gallery - £5,000

Capacity: Dinner 300, Reception 500



Elgar Room* - £3,500

Capacity: Theatre Style 190, Reception 250, Dinner 120

***The Elgar is used as restaurant for main auditorium shows and will need to be vacated by 1600 hours. There is the option to buy this out to extend beyond 1600 hours (subject to availability).**

CONTACT US

For further information or to arrange a show around, please contact the Hospitality Team 020 3036 9062 | meetingandevents@royalalberthall.com

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UPGRADES

Tours

Private tour of the Royal Albert Hall, up to one hour
£15 per person

AV and Technical Equipment

Flip chart, flip chart paper and pens
£30

50" HD Plasma screen on stand

£210

6" x 4.5 Fast Folding Screen and Hitachi 2000 Lumen XGA Projector

£105

Royal Albert Hall Corporate Gifts

Embossed leather notepad and pen £12.95
Other Royal Albert Hall branded gifts are available.

Relax after your meeting

Reserve a space or table in one of the Hall's bars or restaurants.

Enjoy a performance

Finish off your day with tickets to see a show. Please enquire for further details.

All costs are exclusive of VAT. Tours are for a minimum of four guests. Other AV and technical equipment is available on request. Different levels of technical staffing may be required for each event and additional charges may apply.

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NEXT STEPS

RESERVE THE SPACE

Once you are happy with the quote, we will hold the room on your behalf for up to two weeks. Please note that the room will be automatically released after this period unless you request to extend the hold. All spaces are subject to availability.

SECURE YOUR BOOKING

Please return the booking form to your dedicated contact, who will respond with a confirmation email.

PAYMENT

You will be invoiced by the Royal Albert Hall directly for your room hire and any technical equipment. "rhubarb" will invoice separately for any catering. Payment will be due before the event and as per the terms indicated on your invoice.

EVENT MANAGEMENT

Once you have confirmed your booking, your dedicated contact will coordinate each aspect of your event with you to ensure everything is in place ahead of your arrival.

EVENT DOCUMENTATION

Once you have agreed all the arrangements with your dedicated contact, you will be sent a check list of everything which will be in place for your event.

ON THE DAY

You will have a steward on hand to greet your guests and to guide them around the building. There will also be a catering manager on hand with the appropriate team of waiting staff.

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