



## FREQUENTLY ASKED QUESTIONS

### RECEPTIONS

We know that lots of effort and planning goes into planning a reception. Therefore, we've put together a list of questions that we are frequently asked by clients and the answers to hopefully make the process a little easier for you.

---

#### HOW MANY PEOPLE CAN YOU ACCOMMODATE FOR RECEPTIONS?

Depending on your final numbers, we can accommodate up to 330 guests for a standing reception in our Riverside Room (please note, AV builds/entertainment set-up will affect final capacity). The Johnson Roof Terrace is an optional add-on to your Riverside Room booking. The Johnson Roof Terrace has a maximum standing capacity of 200 people.

Our Maxwell Library is capable of holding up to 190 guests for a standing reception.

---

#### WHICH OUTDOOR SPACES CAN YOU OFFER?

For a small reception up to 190 guests, we recommend our Maxwell Library which has a beautiful library ambience and access to two balconies overlooking the River Thames. View the space [here](#).

For large standing receptions we can accommodate 330 guests in our Riverside Room, which has access to a balcony overlooking the River Thames. View the space [here](#).

The Johnson Roof Terrace is an optional add-on to your Riverside booking. The roof terrace has a maximum standing capacity of 200 people. View the space [here](#).

---

#### WHAT CATERING CAN I HAVE?

We have a variety of catering options for your reception, including food stalls, canapes and bowl food. If you have a specific theme, then we can work with you to create a bespoke menu which is something we often do, and everyone enjoys it.

SAVOY

LONDON

PLACE

## FREQUENTLY ASKED QUESTIONS

---

### CAN I HAVE CATERING SERVED ON THE JOHNSON ROOF TERRACE IF THE WEATHER IS NICE?

Yes, you can, it's a great way to take in the stunning views on a sunny day. Tray service is available from a dispense station bar on the terrace. And food such as canapes and bowl food can be served only on trays.

BBQs are not permitted due to the wooden decking; however, we can offer hot and cold bowl food, canapes, street food and ice creams. Our Summer Party menu offers a similar selection of food, all served with condiments, salads and a choice of burgers.

In regard to drinks, the Riverside Room is the main full bar for the event and top up drinks dispense stations with trestle tables can be supplied on the roof terrace. There is no full bar on the Johnson Roof Terrace.

---

### HOW MANY WAITERS DO YOU PROVIDE FOR A RECEPTION?

Waiting staff are provided with an approximate ratio of one waiter for every 20 guests.

---

### DO I HAVE TO HAVE CATERING IF MY RECEPTION IS ONLY TWO HOURS?

We do not allow more than one hour's drink reception without serving substantial food (Bar Nibbles are not counted as substantial food).

---

### CAN I BRING MY OWN SUPPLIER IF THEY ARE SPONSORING THE EVENT?

Yes, you can. Please advise your Event Coordinator in advance. Depending on what material would be brought on site, a risk assessment, method statement and company public liability would be required at last 14 days prior the event.

---

### CAN I BRING MY OWN DECORATIONS?

Permission for all branding and decorations, whether intended for the hired room(s), or a public area of the venue, must be obtained from the Duty Manager 30 days prior to the event date and is subject to the Duty Manager's discretion on the day of the event.

[Here](#) you will find our events manual which includes more information on decorations on page 4.

---

### DO YOU HAVE ANY SUPPLIERS THAT YOU CAN RECOMMEND?

If you don't have a supplier, we recommend [Elizabeth Marsh](#) for flowers and [Europa International](#) for furniture.

---

### CAN YOU PLAY BACKGROUND MUSIC IN YOUR SPACES?

We can play background music in our Riverside Room, Johnson Roof Terrace and Maxwell Library through our built-in speakers. You can provide your own device or playlist, or we can select music for you from our library.

Music can also be played on the Johnson Roof Terrace, but the speakers are set to a volume level to not disturb local residents.

---

### CAN I HIRE A DJ OR LIVE MUSICIANS?

Yes, you can. We will require a risk assessment, method of statement, PAT testing and company public liability. And please note that entertainment set-ups will change the capacity of the room.

On the Johnson Roof Terrace, live music can be played only acoustic, amplified music is not permitted.

---