

WEDDING FAQs

We are very pleased to be hosting your civil partnership, ceremony or reception at the Royal College of Physicians. The Events Team are here to help you in the period up to your celebrations.

To help you plan, we've collated some commonly asked questions with our answers. Do contact us if the answer to your question is not found below or if you require any other information. Email events@rcpe.ac.uk or contact us on the number above.

Venue

Is your venue easy to find?

The College is very centrally located. We are just 5 minutes walk from the bus and train stations and about 8 minutes from the NCP carpark.

Is there parking available on site?

We are able to reserve a parking space for disabled guests. However, there are no other parking spaces available.

Will our wedding be the only one taking place on the day?

Yes, it will. You will have use of all the historic rooms. If a conference is taking place on the same day, we will arrange a separate entrance for delegates to access the conference centre which is in a different part of the College. Please note that if the wedding takes place from Monday to Friday College staff will be working and that they may need to access some of the corridors, but of course not the main function rooms.

Who will look after my booking?

The Events Team are Lorraine Deane, Lucy Baillie, Danielle Wood and Danielle Ellis. As a small team, rather than dedicate one person to each wedding, we ensure all information on your event is kept centrally for us to access. When you call us, the Team member you speak to will have all the information about your event to hand and will be able to help you. Approximately one month before the event we will go through a check list with you. You are very welcome to contact us at any point, if you have a query or would like to view the College again.

I'm having a civil wedding, what do I need to do?

We will provide you with the AP1 form which you complete and take to the Registrars Office. They will confirm availability of a registrar on your chosen date. Edinburgh Council has an information website at <http://www.gro-scotland.gov.uk/regscot/getting-married-in-scotland/i-want-to-get-married-in-scotland-how-do-i-go-about-it.html> or ring 0131 334 0380.

I'm having a religious ceremony, what do I need to do?

The College does not require you to do anything. All arrangements will be through your church.

Can we have a rehearsal?

We can accommodate rehearsals between the hours of 9 to 5 pm, Monday to Friday subject to availability of the rooms. Please book well in advance. Registrars are not available to participate in a rehearsal.

How many people can you accommodate?

The New Library can seat 80 people with 20 standing for your ceremony. The Great Hall can accommodate 150 on round or rectangular tables for your reception.

We can also offer the Great Hall for the ceremony for up to 140 people. If this option is chosen, please be aware that the room will need to be turned round for use for the wedding meal, This takes approximately 1 hour. You, of course, have use of the New Library and Cullen Suite whilst this change is being made. These numbers conform to health and safety guidelines.

How many additional guests can be accommodated for the evening?

You can invite an additional 30 people to participate, after the meal.

What does my quotation fee include?

Your fee includes hire of all the historic rooms; hire of tables and chairs; services of the duty College Officer and doorman. VAT is not charged. You will need to budget for catering, flowers, entertainment, insurance and other incidentals.

Can a master of ceremonies be provided?

We suggest you appoint the chief usher to carry out master of ceremony duties. Our duty College Officer can announce that dinner is served and propose a toast to the bride, however he is principally there for your safety and is not available for other duties.

Where can we have photographs taken?

Photographs can be taken in any of the historic rooms. In addition, if the weather is clement, photographs can be taken in the Physic Garden or across the road from the College in Queen Street Gardens. An additional charge is levied by the Clerk to the Commissioners who administer the Gardens. If you choose the latter option, you will need to have suitable footwear as the garden is not paved.

Catering

Who will do my catering?

We have chosen 5 caterers from whom we ask you to choose (Please see the separate Recommended Caterers list.) They will be able to provide sample menus. They have all worked at the College many times and will be able to answer all your catering queries.

What time should the reception finish?

We ask that all guests leave by 1 am. We suggest that the bar closes at 12.30 am, with the last dance at 12.45 am

Can I provide my own catering?

No. We ask you to choose from our list of caterers to maintain standards and also to comply with the necessary health and insurance regulations.

Can I provide my own drinks?

Yes, with agreement from the caterers. A corkage charge will be made. The caterers will provide staffing for the bar.

Can I have a cash bar?

Yes, but please inform the caterers as early as possible as a licence has to be obtained. This is only required when your guests will be paying for drinks

Can you provide table cloths, chair covers, cake stand, high chair, etc?

The caterers will provide these items for you. Chair covers and nappery can also be provided by alternative companies.

Rooms

Which rooms will be used for the ceremony, reception, dancing, bar?

Depending on your numbers, you have the following options:

New Library for the ceremony with Great Hall or New Library for the wedding meal

Great Hall for the ceremony with the same room for the wedding meal.

The Cullen Suite is available for smaller dinners.

Dancing always takes place in the Great Hall. The New Library is usually used for the bar.

Seating at tables can be provided in the alcoves of the New Library. Whilst the rooms are being changed round, guests are free to walk through the historic rooms.

Is there a room that can be used as a dressing room?

Yes. We can set aside a room on the second floor for this use.

Can you provide a creche?

We can set aside a room for use as a creche. All children must be supervised at all times.

Is there a quiet area for guests?

Guests usually find that the New Library is quieter than the Great Hall. They can also sit in the Cullen Suite.

Miscellaneous

Can my photographer, florist or DJ visit the premises in advance?

We would be delighted to show them around. Please ensure they contact us to make an appointment.

Do you have preferential pricing with local hotels?

Yes we do. Please see our Recommended Hotel list.

If we run late, how will your staff help us to ensure we are able to make the most of our day?

We will, of course, do our utmost to ensure your day runs smoothly.

Am I free to choose the band/DJ/musicians/florist etc?

Yes. We have a list of suppliers that clients have used previously in the College if you wish. We only require you to use one of our approved caterers.

Is there a place we can store presents?

Yes, we can provide an area to store presents for the evening. However, **we cannot accept responsibility for loss or damage to the presents**. You will need to appoint someone to be responsible for collection and removal of the presents. We would ask them to be removed on the night of the wedding.

Do I need to take out insurance?

We would strongly suggest you take out wedding insurance. This is especially formulated and covers items including damage to bridal attire, loss of wedding rings, damage to wedding cake, failure of suppliers, etc. The College has public liability insurance but this does not extend to any of the previous items.

Do you allow confetti do be thrown at the venue?

No

Do you allow candles in the venue?

Candles in holders are permitted on the tables. Candles can be placed as decoration but not lit in other areas.

What decorations can I have in the College?

As a historic venue, we naturally need to preserve the fabric of the building, but of course there are ways to decorate with out creating damage! Please discuss your

specific requirements with the Events Team. Balloons are not allowed as we are unable to retrieve any that escape from the high ceilings.

Is there a public address system?

Yes. We can provide a podium and microphones as required.

Can a flag be flown at the venue?

The flag pole over the door is no longer used. Flags can be flown on the pole at the top of the building.

What if guests want to smoke?

In accordance with Scottish Executive guidelines, no smoking is allowed anywhere in the College or the Physic garden. Guests wishing to smoke should make way to outside the front of the building.

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