



SUPPLIERS LIST &  
FAQS 2023

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## APPROVED SUPPLIERS LIST 2023-2024

Our suppliers list below has been carefully put together with amazing companies & small and local businesses, who understand what will work to make your event stand out in our three stunning venues. Due to the nature of our buildings, we have closed the list to the below suppliers in relation to production/ AV and floristry. This is due to the complex logistical elements of our venue as a heritage site.

### PRODUCTION

#### **VIBRATION GROUP**

020 8523 3967 | [info@vibration-group.com](mailto:info@vibration-group.com) | [vibrationdp.com](http://vibrationdp.com)

#### **VELVET ENTERTAINMENT**

0208 947 8245 | [info@velvetentertainment.net](mailto:info@velvetentertainment.net) | [www.velvetentertainment.net](http://www.velvetentertainment.net)

#### **VELVET LIVING**

0208 9478245 | [info@velvetliving.co.uk](mailto:info@velvetliving.co.uk) | [www.velvetliving.co.uk](http://www.velvetliving.co.uk)

#### **WISE PRODUCTIONS**

0208 991 6922 | [events@wiseproductions.co.uk](mailto:events@wiseproductions.co.uk) | [www.wiseproductions.co.uk](http://www.wiseproductions.co.uk)

#### **EVENT CONCEPT**

020 7740 3988 | [info@eventconcept.co.uk](mailto:info@eventconcept.co.uk) | [www.eventconcept.co.uk](http://www.eventconcept.co.uk)

#### **PERCEPTION LIVE**

0203 869 4500 | [events@perceptionlive.com](mailto:events@perceptionlive.com) | [www.perceptionlive.com](http://www.perceptionlive.com)

#### **STORM LTD.**

01483 757 211 | [emma.gallagher@stormltd.co.uk](mailto:emma.gallagher@stormltd.co.uk) | [www.stormltd.co.uk](http://www.stormltd.co.uk)

### FLORISTRY

#### **CHIC WEDDINGS**

01474 369241 | [hello@chicweds.co.uk](mailto:hello@chicweds.co.uk) | [www.chicweddings.co.uk](http://www.chicweddings.co.uk)

#### **HAYFORD & RHODES**

0203 130 9219 | [info@hayfordandrhodes.co.uk](mailto:info@hayfordandrhodes.co.uk) | [www.hayfordandrhodes.co.uk](http://www.hayfordandrhodes.co.uk)

#### **PINSTRIPES AND PEONIES**

0207 720 1245 | [flowers@pinstripesandpeonies.com](mailto:flowers@pinstripesandpeonies.com) | [www.pinstripesandpeonies.com/](http://www.pinstripesandpeonies.com/)

#### **WILD ABOUT**

020 3794 7487 | [info@wildabout.co.uk](mailto:info@wildabout.co.uk) | [wildabout.co.uk](http://wildabout.co.uk)

#### **SAMANTHA DAVIS FLOWERS**

0208 650 9964 | [info@samanthadavisflowers.co.uk](mailto:info@samanthadavisflowers.co.uk) | [www.samanthadavisflowers.co.uk](http://www.samanthadavisflowers.co.uk)

#### **FLORAL HUES**

07925 272049 | [info@floralhues.co.uk](mailto:info@floralhues.co.uk) | [www.floralhues.co.uk](http://www.floralhues.co.uk)

#### **ALL FOR LOVE**

07786 081412 | [ruth@allforlovelondon.com](mailto:ruth@allforlovelondon.com) | [www.allforlovelondon.com](http://www.allforlovelondon.com)

#### **KAREN WOOLVEN FLOWERS**

0208 858 1112 | [karen@karenwoolvenflowers.co.uk](mailto:karen@karenwoolvenflowers.co.uk) | [www.karenwoolvenflowers.co.uk](http://www.karenwoolvenflowers.co.uk)

#### **LAVENDER GREEN**

0207 127 5303 | [info@lavendergreen.co.uk](mailto:info@lavendergreen.co.uk) | [www.lavendergreen.co.uk](http://www.lavendergreen.co.uk)

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## RECOMMENDED SUPPLIERS LIST 2023-2024

### PHOTOGRAPHERS

#### JEFF OLIVER PHOTOGRAPHY

07930 866172 | [weddings@jeffoliverphotography.com](mailto:weddings@jeffoliverphotography.com) | [www.jeffoliverphotography.com](http://www.jeffoliverphotography.com)

#### NATASHA HURLEY PHOTOGRAPHY

07949 848647 | [contact.natashahurley@gmail.com](mailto:contact.natashahurley@gmail.com) | [www.natashahurley.com](http://www.natashahurley.com)

#### RICHARD MURGATROYD

07515051180 | [click@richardmurgatroyd.com](mailto:click@richardmurgatroyd.com) | [www.richardmurgatroyd.com](http://www.richardmurgatroyd.com)

#### IAIN GOMES PHOTOGRAPHY

07947 839141 | [info@gomesphotography.co.uk](mailto:info@gomesphotography.co.uk) | [www.gomesphotography.co.uk](http://www.gomesphotography.co.uk)

#### ED PEREIRA PHOTOGRAPHY

07929 270137 | [eddy999@gmail.com](mailto:eddy999@gmail.com) | [www.edpereira.com](http://www.edpereira.com)

### TOASTMASTER

#### PETER THOMPSON

01634 841 375 | [toastmasterpeter@btinternet.com](mailto:toastmasterpeter@btinternet.com) | [www.southeast-toastmasters.co.uk](http://www.southeast-toastmasters.co.uk)

### WEDDING CAKES

#### THE ABIGAIL BLOOM CAKE COMPANY

07906 829405 | [enquiries@the-abcc.com](mailto:enquiries@the-abcc.com) | [www.theabigailbloomcakecompany.com](http://www.theabigailbloomcakecompany.com)

#### ROSALIND MILLER CAKES

0207 635 5447 | [info@rosalindmillercakes.com](mailto:info@rosalindmillercakes.com) | [www.rosalindmillercakes.com](http://www.rosalindmillercakes.com)

#### SHELLEY'S CAKES

0208 325 6930 | [www.shelleyscakes.com](http://www.shelleyscakes.com)

#### SWEET HOLLYWOOD

07961 437388 | [gill@sweethollywod.com](mailto:gill@sweethollywod.com) | [www.sweethollywod.com](http://www.sweethollywod.com)

### STATIONERY

#### BY BLOSSOM

01634 566 582 | [info@byblossom.co.uk](mailto:info@byblossom.co.uk) | [www.byblossom.co.uk](http://www.byblossom.co.uk)

### WEDDING PLANNERS

#### HOLLY AT REVELRY EVENTS

07789 969135 | [hello@jointherevelry.com](mailto:hello@jointherevelry.com) | [www.jointherevelry.com](http://www.jointherevelry.com)

#### LATOYA & AJAY AT SW EVENTS

0207 127 8483 | [hello@swevents.uk](mailto:hello@swevents.uk) | [www.swevents.uk](http://www.swevents.uk)

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## RECOMMENDED SUPPLIERS LIST 2023-2024

### MUSIC & ENTERTAINMENT

#### TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

0208 305 4432 | [externalengagements@trinitylaban.ac.uk](mailto:externalengagements@trinitylaban.ac.uk) | [www.trinitylaban.ac.uk/hiring-musicians](http://www.trinitylaban.ac.uk/hiring-musicians)

#### VELVET ENTERTAINMENT

0208 947 8245 | [sam@velvetentertainment.co.uk](mailto:sam@velvetentertainment.co.uk) | [www.velvetentertainment.co.uk](http://www.velvetentertainment.co.uk)

#### PRELUDE ENTERTAINMENT

0208 660 6647 | [sales@preludeentertainment.co.uk](mailto:sales@preludeentertainment.co.uk) | [www.preludeentertainment.co.uk](http://www.preludeentertainment.co.uk)

#### BLANK CANVAS

0203 700 6939 | [info@blankcanvasentertainment.co.uk](mailto:info@blankcanvasentertainment.co.uk) | [www.blankcanvasentertainment.co.uk](http://www.blankcanvasentertainment.co.uk)

#### ULTIMATE EVENT DANCERS

07823 385565 | [info@ultimateeventdancers.co.uk](mailto:info@ultimateeventdancers.co.uk) | [www.ultimateeventsdancers.co.uk](http://www.ultimateeventsdancers.co.uk)

#### MINT DJS

07563 242640 | [info@mintdjs.co.uk](mailto:info@mintdjs.co.uk) | [mintdjs.co.uk](http://mintdjs.co.uk)

### TRANSPORT

#### ELEGANCE WEDDING CARS

0208 530 6401 | [info@eleganceweddingcars.co.uk](mailto:info@eleganceweddingcars.co.uk) | [www.eleganceweddingcars.co.uk](http://www.eleganceweddingcars.co.uk)

#### THAMES CLIPPERS

0207 674 2242 | [sales@thamesclippers.com](mailto:sales@thamesclippers.com) | [www.thamesclippers.com/private-hire](http://www.thamesclippers.com/private-hire)

#### LONDON RETRO BUS HIRE

07572 178679 | [Info@londonretrobushire.co.uk](mailto:Info@londonretrobushire.co.uk) | [www.londonretrobushire.co.uk](http://www.londonretrobushire.co.uk)

### ACCOMMODATION

#### CROWNE PLAZA LONDON DOCKLANDS

0207 055 2101 | [group@crowneplazadocklands.co.uk](mailto:group@crowneplazadocklands.co.uk) | [www.cpdocklands.co.uk](http://www.cpdocklands.co.uk)

#### HILTON DOUBLE TREE LONDON GREENWICH HOTEL

0208 469 4440 | [sales@the-greenwich.co.uk](mailto:sales@the-greenwich.co.uk) | [doubletree3.hilton.com/London](http://doubletree3.hilton.com/London)

#### INTERCONTINENTAL LONDON – THE O2

0208 463 6868 | [info@iclondon-theo2.com](mailto:info@iclondon-theo2.com) | [iclondon-theo2.com](http://iclondon-theo2.com)

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## FREQUENTLY ASKED QUESTIONS

Our FAQ's ARE here to help answer any questions that you might have in relation to planning your special day. If you still have questions after reading this then please feel free to ask your contact on the Events Team.

### WHO BOOKS THE REGISTRAR?

Due to legal reasons we are unable to book the registrar for you, so please find below the contact details for Greenwich Council who you will need to contact directly to book the registrar for your special day. They will be happy to advise you on availability, fees and the process for booking the wedding ceremony.

**Royal Borough of Greenwich, Town Hall, 39 Wellington Street, Woolwich, London, SE18 6PW | 020 8921 5015 | [registrar@royalgreenwich.gov.uk](mailto:registrar@royalgreenwich.gov.uk)**

### CAN I HAVE MY CEREMONY IN THE CHAPEL?

For all Chapel enquiries, please contact the Chapel Manager on 0208 269 4788 or email [drobson@ornc.org](mailto:drobson@ornc.org)

### CAN I TAKE PICTURES AND WHERE?

Only couples who are married at the Old Royal Naval College are permitted to take their photographs in the grounds. You will also receive exclusive use of your chosen interior spaces\*.

*\*Please note, that if you do hire the Painted Hall, you are not permitted to use this space as a location for your wedding photos.*

### DO WE HAVE EXCLUSIVE USE OF THE GROUNDS?

Exclusive use is not possible. The Greenwich Foundation and site partners aim to provide enjoyment for all visitors and bring the buildings to life through an annual programme of high quality public events. You will have exclusive use of the rooms that you hire, and we will keep you notified of any other events and activities taking place within the grounds.

### WHO IS THE ONSITE CATERER?

Award winning caterers Company of Cooks are the contracted caterer onsite. They are experts at crafting delicious dishes for prestigious events and use local, sustainable ingredients wherever possible. The team have created a wedding package especially for the Old Royal Naval College, but Company of Cooks are equally happy to work with you to create your own perfect tailor made package. The venue is not available for dry hire but Company of Cooks are able to create a fusion menu to suit your requirements.

### CAN I BRING MY OWN WINE?

We recognise that sometimes you have a particular wine that you want to enjoy on your special day and we are more than happy to prepare and serve it for you. Corkage rates dependant on the types of alcohol supplied by client – please enquire for further details.

Wine service charge / corkage to cover wine waiters, glassware, ice, ice buckets, logistics and refrigeration prior to your day and disposal of bottles at the end of the event.

### WHAT OTHER COSTS ARE THERE?

Included in your package is crisp white linens, crockery, cutlery, glassware, and existing furniture, waiting staff and bar staff. You may wish to enhance your package by upgrading from standard selection with the following: flowers, chair covers, name cards, menus, furniture and music. All of your enhancements will be at an additional cost your wedding planner can help you with.

### ARE ALL YOUR PRICES INCLUSIVE OF VAT?

We try to costs inclusive of VAT in all of our wedding quotations, but will ensure we note where this does not apply.

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### **SHOULD I HAVE AN EVENING BUFFET?**

Evening food is an excellent way to keep guests' energy and spirits up – it's also a responsible idea, when guests are consuming alcohol in the evening. We recommend to cater for around 75% of the overall number of attendees for the evening reception – this ensures that the risk of food wastage is lowered and everyone can still get some light snacks to provide energy in dancing the night away.

### **IS THERE A BAR AVAILABLE?**

The Old Royal Naval College is a fully licensed venue and can offer a bar facility in addition to serving drinks with your meal. We are happy to provide a cash bar or an account bar. We can also provide a credit card facility behind the bar. Our wedding package includes a bar until 23.00pm – this can be extended dependant on day of the week. To discuss potential bar extensions, please speak to your wedding coordinator.

### **CAN I INVITE EXTRA EVENING GUESTS?**

Yes, you can invite more evening guests as long as it fits in with the capacities of your chosen venue. Please note that your package includes security for daytime guests, so additional security charges may apply if extra evening guests are in attendance. Please speak to your wedding coordinator to discuss this element.

### **ARE THERE ANY RESTRICTIONS?**

Neither naked flame, fireworks, balloons nor confetti are allowed at the ORNC, due to the historic nature of our buildings. We are also unable to allow the use of drones within the buildings and grounds.

### **DO YOU HAVE PARKING AVAILABLE ON SITE?**

Parking on the site is restricted and a limited number of spaces may be available for you and your guests. The event team will be able to confirm availability for your chosen date.

### **CAN I BRING MY OWN SUPPLIERS?**

We do prefer you to use our recommended suppliers as they already know the venue. If you do wish to bring your own suppliers, we request they come for a site visit with one of the team in advance of your wedding day, for approval & to avoid any last minute changes.

**Please note that external caterers are not permitted at the Old Royal Naval College.**

### **CAN I SET UP THE DAY PRIOR?**

We are unable to allow set up the day prior as our venues are hired on a day basis, and subject to hire your hire times. Your wedding coordinator will be on hand to advise suppliers on set up timings.

### **DO YOU PROVIDE ANY CHANGING FACILITIES OR BEDROOMS**

The Admirals House is the only space that provides a dressing room which is available to hire in addition to your venue hire and package for this chosen space. There are no bedrooms onsite but please liaise with your wedding coordinator to discuss options for changing rooms.



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## GUIDE WEDDING TIMINGS

Timings for your wedding will be dependent on your chosen venue and our event team will be happy to discuss these with a standard guide itinerary for a wedding ceremony and breakfast in the Painted Hall. Below is a draft itinerary to give you an initial idea as to how the timings will operate on your special day:

### PAINTED HALL WEDDINGS

15.00 Florist sets up for wedding ceremony  
15.30 Venue closes to public. Positioning of ceremony chairs and final details.  
16.00 Guest arrival  
16.30 Wedding ceremony begins within the Painted Hall  
17.00 Drinks reception and photographs on the King William Colonnades or Queen Mary Undercroft – weather dependent  
18.30 Call to dinner. Guests take their seats  
18.45 Wedding breakfast served followed by speeches  
20.30 Wedding breakfast finishes  
20.30 Evening reception begins in the Queen Mary Undercroft  
22.00 Late night snacks served  
23.30 Bar to close  
23.45 Last song by DJ or Band  
00.00 Evening ends. Guests depart  
Extensions can be granted at an additional cost subject to requirements

*\*Please note the Painted Hall is not available for all day hire as it is a visitor attraction during the daytime. An earlier closure from 3.30pm is arranged for celebrations with a wedding ceremony. For those without, we are available for guests to arrive from 5pm for the drinks reception.*

### ADMIRALS HOUSE WEDDINGS

13.00 Suppliers arrive to set up  
15.00 Venue ready. Guests arrive to the house prior to the ceremony  
15.30 Wedding ceremony  
16.00 Drinks reception and photographs on the lower floor  
17.00 Call to dinner. Guests take their seats  
17.15 Wedding breakfast served followed by speeches.  
19.15 Wedding breakfast finishes.  
19.30 Evening reception begins  
21.30 Late night snacks served  
23.30 Bar to close  
23.45 Last song by DJ or Band  
00.00 Evening ends. Guests depart  
Extensions can be granted at an additional cost subject to requirements



OLD ROYAL  
NAVAL COLLEGE

COMPANY  
OF COOKS

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020 8269 2131 | [venuehire@ornc.org](mailto:venuehire@ornc.org) | [ornc.org/venuehire](http://ornc.org/venuehire)

OLD ROYAL NAVAL COLLEGE GREENWICH LONDON SE10 9NN