



OLD ROYAL NAVAL COLLEGE

VENUE HIRE: GUIDANCE NOTES

If you have any queries about venue hire at The Old Royal Naval College, please email: events@ornc.org

A rich history, beautiful architecture, and resplendent views make the Old Royal Naval College vibrant location to stage events, filming, or photography shoots.

The buildings are classed as Grade 1 listed buildings and a Scheduled Monument.

In order to preserve the integrity of this historical site, some special considerations need to be observed when planning and executing events.

Archaeology

The remains of the Tudor Palace at Greenwich are buried beneath the grounds of the Old Royal Naval College.

To protect these remains:

- No fixing or staking can be placed in the grounds.
- All marquees need water weights.

It is important to ensure that all large structures are adequately weighted and to monitor wind speeds on site, as they can get quite high.

Historic Architecture and Interiors

Historic marble and wooden flooring, doorways, and windowsills make the Old Royal Naval College a wonderfully unique event venue. However, these features and other decorative details are all vulnerable to damage.

Equipment used must have rubber or plastic feet fitted or remain situated on appropriate underlay. Equipment cannot be placed flush to the walls, and heavy items need to be transported on suitable trollies.

It is also important to note that lights must be set at least 0.5 metre from the walls to protect decorations.

Exteriors

The view from the statue of General Wolfe in Greenwich Park, which incorporates the main buildings of the Old Royal Naval College is a protected view.

Any temporary structures on Upper Grand Square require planning permission.

Site Partners

The Old Royal Naval College leases buildings to The University of Greenwich and Trinity Laban Conservatoire of Music and Dance.

Communicating with these tenants when planning events is key to ensuring neither activities, nor the event in question will face any disruption.



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Vehicle Access

The pavements at the Old Royal Naval College are made of York stone and can easily crack under pressure.

To avoid significant damage to the site, heavy loads must be sited on roads and large vehicles must be marshalled to their locations.

The maximum load for Romney Road is limited to 7.5 tons.

All large vehicles must arrive through the stone arch at the West Gate. The arch is 4.24m in width and 4.85m at the highest point.

Signage

As part of the UNESCO World Heritage Site, Maritime Greenwich, there are limitations in place as to the amount and nature of the signage that may be erected, even temporarily, on site. In addition, banners cannot be fixed to the outer railings.

Pyrotechnics

Fireworks may be featured from a barge on the river Thames; however, they are not permitted on the Old Royal Naval College site.

Approval from the Old Royal Naval College and the Royal Borough of Greenwich is required for any displays.

Evacuations

There are three major assembly points on the grounds for evacuations:

1. Lower Grand Square.
2. King Charles Lawn.
3. King William Lawn.

To ensure the safety of all our guests in the event of an emergency evacuation, a maximum of two wheelchair users can attend events in the Painted Hall at one time.

The Old Royal Naval College is dedicated to providing clients with a wonderful experience whilst also preserving the historical integrity of one of the UK's most beautiful sites.

Filming

All filming and photography must have the prior permission of The Greenwich Foundation for the Old Royal Naval College, which will issue a licence, when appropriate.

Damages

Should any damage occur to the buildings, the Old Royal Naval College will charge for the costs of repairs to the required standard. (Refundable damage deposit fee of £20,000)

If the lawns need to be replaced due to damage as a result of the event or pyrotechnics, a charge will be made.

EVENTS

Old Royal Naval College, Greenwich, London SE10 9LW
www.ornc.org 020 8269 4798 events@ornc.org