

Frequently Asked Questions

Contact us

events@riba.org

What is the dress code for the evening? Smart

How do I buy tickets for the event?

Tickets are available to purchase via the 'Book Now' button on architecture.com/RIBASTirlingPrize. Places are limited, so we recommend booking early to avoid disappointment. If you experience any difficulty when placing your order, please email events@riba.org

How many guests are seated at each table?

Tables are made up for 10 guests, we cannot accommodate more/less than that number to complete a table.

If I attend on my own, or in a small party, who will be seated with me?

All the tables seat 10 guests, guests attending on their own or small parties will be seated with other guests to make up a table of 10.

What is included in the ticket price?

Main Space tickets are priced below and include access to the live ceremony plus a champagne Taittinger reception, two course seated dinner, drinks during the meal, dessert station and coffee. RIBA Members are entitled to a 20% discount.

Main Space Member Price	£176.53 (plus VAT and Fees)
Main Space Tables (10 or more)	£241.02 (per person plus VAT and Fees)
Main Space (Non-Members)	£267.80 (plus VAT and Fees)

£50 from every ticket sold will go directly to the RIBA Student Support Fund which aims to provide the next generations with experience, knowledge and understanding of architecture and the built environment.

Balcony Tickets* early bird tickets are priced at £39.10 (includes VAT and booking fee), which includes a standing reception with food, two complimentary drinks with cash bar open thereafter, dessert station and coffee. There will be raked seating available on the balcony following the initial reception from where you will be able to watch the live ceremony.

*Lift and stairs access to Level 2. Fully accessible.

When will I receive my booking confirmation?

An automated email will be generated when you complete your booking. If you do not receive this or want to check the status of your order, please email events@riba.org

When will my ticket(s) be sent to me?

Your ticket for the event will be sent to you approximately 2 to 6 weeks prior to the event. If you have purchased your ticket after Friday 27th September (UK guests) or Friday 20th September (international guests), your ticket will be available for collection on the night.

What should I do if I have lost or not received my ticket(s)?

If you have lost or not received your ticket, you can arrange collection on the night by emailing events@riba.org.

What if I book multiple tickets or on behalf of someone else?

If you are booking multiple tickets or on behalf of someone else, please specify the guest(s)' name when booking. If not known, please confirm to events@riba.org as soon as possible and no later than **Friday 20th September**.

Do I need to tell you the names of my guests?

Yes, to fulfil security and health and safety requirements for the event, we do require the names of all guests attending. It is also necessary to include on the printed table plans. Please let us know your guest name(s) by emailing events@riba.org no later than Friday 20th September.

Can I transfer my ticket to another person?

With the exception of complimentary tickets, tickets may be transferred into another guest's name by emailing events@riba.org. If a discount has been applied to the original ticket, e.g. member discount, the new guest must show evidence of also being eligible for the discount, otherwise the difference between the full price and discounted price will apply. Any names changed less than five working days prior to the event are not guaranteed to be reflected on the seating plan.

How do I notify you of any dietary or access requirements?

Please specify any dietary or access requirements for your ticket holder(s) when booking. If you missed this step, please email events@riba.org as soon as possible and no later than Friday 20th September.

When are table plans available?

Table plans will be displayed at the drinks reception from 5.30pm onwards on the day of the event. Please ensure that you have checked your table number before proceeding to your table.

How do I get to the Roundhouse?

The address is [Roundhouse, Chalk Farm Road, London NW1 8EH](#).

Plan your journey to the Roundhouse using Transport for London's [Journey Planner](#). Enter 'Roundhouse' and select 'place of interest' as the destination.

Tube

Camden Town (Northern line): turn right out of the station onto Chalk Farm Road, continue until you pass under the railway bridge, then the Roundhouse is on your left (10 minutes).

Chalk Farm (Northern line): turn left out of the station, take a right at Chalk Farm Road and the Roundhouse is on the right (2 minutes).

Bus

To/from Camden: 24, 27, 29, 31, 134, 135, 168, 214, 253, 274, C2.

To/from Chalk Farm: 24, 27, 31, 46, 168, 393.

Train

The closest station is Kentish Town West (London Overground) on Dalby Street. Turn right out of the station, right at Prince of Wales Road, left at Crogsland Road, then left at Chalk Farm Road and you'll see the Roundhouse on the opposite side of the road.

Car

We don't recommend driving to The Roundhouse as there's no parking available for general use and Camden Council has a strict street parking policy across the borough. Please email events@riba.org if are a blue badge holder and we can arrange a car parking space for you at the venue.

The Roundhouse is outside of the congestion charge zone. For more information, visit Transport for London.

Which entrance to The Roundhouse do I use?

Please ensure that you use the main entrance on Chalk Farm Road.

Where can I arrange to meet my guests on arrival?

If your guests need to collect their tickets, please ensure that you meet them

outside the entrance to The Roundhouse, as they will be required to present their ticket on entry.

Can I buy extra wine on the night?

Wine during dinner is included. Following dinner, a cash bar serving a range of drinks, will be open.

Will there be place cards for all guests?

No, only the RIBA hosted tables will have place cards. However, each guest will be assigned a table at which they **must** sit. If you wished to bring your own place cards for your own guests, you will be able to access the main space from 5.20pm to put these out.

How can I find out about accommodation?

Please see Local Hotel Information document for further information. These suggestions are intended to help guests find accommodation if they are attending the event. The RIBA can accept no responsibility for the standard and quality of the suggested hotels. For wider range of accommodation and special offers in London you could try the following websites:

<http://www.visitlondon.com/accommodation/>

<https://www.trivago.co.uk/>

www.laterooms.com

www.lastminute.com

What is the cancellation policy?

Cancellations must be made in writing to events@riba.org. No refunds can be made for cancellations notified **within 10 working** days of the event.

Terms and Conditions

- Discounts may not be used in conjunction with any other offers. Only one discount (e.g. member, group booking), may be applied per booking.
- The RIBA accepts no responsibility for the views or opinions expressed by speakers or any other person at the event.
- A photographer will cover this event and the images may be used to publicise future RIBA events.
- By accepting an invitation or purchasing a ticket you consent to being photographed, filmed or recorded as a visitor attending the event.
- Cancellations must be made in writing to events@riba.org. No refunds can be made for cancellations notified within 30 days of the event. To transfer your ticket/s to another individual/s, please contact events@riba.org. Tickets to be transferred at least 14 days prior to the event. Complimentary tickets are strictly non-transferable.
- If the RIBA has to postpone or cancel the event the booker is entitled to a full refund of the ticket price only.
- On entry to the event you agree to accept and abide by any venue rules.
- The RIBA reserves the right to refuse admission to any ticket holder.