

Invitations

Admittance is upon presentation of an invitation only.

All invitations, notices and circulars in relation to a Member-hosted event must be issued in the name of the sponsoring Member/Peer and not that of any other external organisation/individual associated with the event.

All guests attending an event must be in possession of an official invitation (whether an electronic or hardcopy version), to be shown on demand to HOC Security.

The form of words used on all invitations are to be approved by the Commons Events Team before onward distribution to guests.

All invitations must contain the following specific information:

- name of the sponsoring MP/Peer (*if a Member-hosted event*)
- the name of the hiring organisation/individual (*if a Member-hosted event the invitation must only be extended in the name of the sponsoring MP/Peer*)
- "Registered interest declared" included on the invitation (*if a sponsoring MP/Peer has declared an interest associated with the event or organisation in the Members' Register of Interests*)
- the booked venue name
- the date of the event
- the start time of the event (*consider if a pre-event tour has been booked*)
- all the 'housekeeping' information as displayed in the examples shown below

Style and formatting of invitations is a creative decision for the organisation/individual.




The Crowned Portcullis badge, the emblem of Parliament, can only be used on invitations for events sponsored by Members of Parliament and Members of the House of Lords, if the Hirer should want to use it.



Any APPG that is on the Register of APPGs must use the House's bespoke logo for APPGs if it wants to use the Crowned Portcullis badge on their invitations. Unregistered groups are not allowed to use the bespoke logo.

example Member-hosted event invitation

	<i>Organisation logo</i>
<p>..... MP</p> <p><i>will host a [Breakfast/Tea/Reception/Dinner, etc]</i></p> <p><i>on behalf of [name of organisation]</i></p> <p><i>in [venue] on [date] at [time]</i></p> <p><i>and requests the pleasure of your company</i></p>	
<p>Entrance via Cromwell Green / Portcullis House [delete as applicable] visitors' entrance <i>Entrance closes at 10:00pm weekdays when either House is sitting and 8:00pm at all other times, incl. weekends</i></p> <p>Please allow up to 30 minutes to clear security • Smoking/e-cigarettes not permitted • No parking facilities available</p> <p>Admittance upon presentation of invitation only • Guests are advised to bring personal photo identification</p>	

example commercial event invitation

<i>Organisation logo</i>
<p><i>will host a [Breakfast/Tea/Reception/Dinner, etc]</i></p> <p><i>in [venue], House of Commons</i></p> <p><i>on [date] at [time] and requests the company of</i></p> <p>.....</p>
<p>Entrance via Cromwell Green visitors' entrance <i>Entrance closes at 10:00pm weekdays when either House is sitting and 8:00pm at all other times, incl. weekends</i></p> <p>Please allow up to 30 minutes to clear security • Smoking/e-cigarettes not permitted • No parking facilities available</p> <p>Admittance upon presentation of invitation only • Guests are advised to bring personal photo identification</p>

example wedding ceremony invitation

.....
invite you to witness the marriage of

.....
in [venue], House of Commons

on [date] at [time]

Entrance via Cromwell Green visitors' entrance
Entrance closes at 8:00pm

Please allow up to 20 minutes to clear security • Smoking/e-cigarettes not permitted • No parking facilities available

Admittance upon presentation of invitation only • Guests are advised to bring personal photo identification