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Alluding to the glorious, centuries-long traditions of the biggest and most important ceremonies of the old Polish-Lithuanian Commonwealth and the Republic of Poland, the Royal Castle in Warsaw is opening its interiors for the organisation of many contemporary cultural events and occasions. It is a venue for various types of events and meetings: state and diplomatic ceremonies, academic conferences, international congresses, symposia, lectures, concerts, jubilee gala events, promotions, banquets, etc. The Castle's magnificent interiors will provide an appropriate and elegant setting for any event you wish to plan. We warmly invite you to make use of our offer.

## **Reservation Terms**

In order to make a reservation, please write to the Director of the Royal Castle, Professor Wojciech Fałkowski (Zamek Królewski w Warszawie – Muzeum, plac Zamkowy 4, 00-277 Warszawa, e-mail: [protokol@zamek-krolewski.pl](mailto:protokol@zamek-krolewski.pl), fax: +48 22 35 55 127) containing a request to hold an event. The request should contain the following information: the name of the rooms you wish to rent, the date of the event, the duration time of the event with a short description of the event's nature, the number of participants, a draft programme of the event and the personal data of the contact person responsible for organising the event.

Detailed information on available dates and the terms and conditions for organising events:

### **PROTOCOL AND EVENTS DEPARTMENT**

e-mail: [protokol@zamek-krolewski.pl](mailto:protokol@zamek-krolewski.pl)

#### **Chief**

Lesław Krzewski

phone +48 22 35 55 323

mob +48 664 118 315

e-mail: [lkrzewski@zamek-krolewski.pl](mailto:lkrzewski@zamek-krolewski.pl)

Paweł Gutt

phone +48 22 35 55 301

mob +48 664 118 316

e-mail: [pgutt@zamek-krolewski.pl](mailto:pgutt@zamek-krolewski.pl)

Marta Smolińska

phone +48 22 35 55 336

mob +48 664 118 373

e-mail: [m.smolinska@zamek-krolewski.pl](mailto:m.smolinska@zamek-krolewski.pl)

Regina Lubelska

phone +48 22 35 55 374

mob +48 664 118 313

e-mail: [rlubelska@zamek-krolewski.pl](mailto:rlubelska@zamek-krolewski.pl)

Aleksandra Buszta-Bąk

phone +48 22 35 55 326

mob +48 664 118 304

e-mail: [koncerty@zamek-krolewski.pl](mailto:koncerty@zamek-krolewski.pl)

**Suggestions for the use of rooms:**

NAME OF ROOM	COCKTAIL	BUFFET	SEATED DINNER	CONFERENCE OR CONCERT
THE CONCERT HALL	up to 200 people	up to 150 people	up to 80 people	up to 200 people
THE COUNCIL CHAMBER	up to 150 people	up to 120 people	up to 80 people	up to 60 people
THE GREAT ASSEMBLY HALL	up to 350 people	up to 350 people	up to 150 people	up to 350 people
THE GREAT TREASURY	up to 350 people	up to 350 people	up to 170 people	***
THA KUBICKI ARCADES	up to 1200 people	up to 1200 people	up to 800 people	***

\*\*\*) dependent on the scenario of the event

**Photos and rooms descriptions:**

- The Great Assembly Hall (Ballroom)
- The Concert Hall
- The Council Chamber
- The Great Treasury
- The Kubicki Arcades

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