

The Oakley Court, Walled Garden & Riverside Location Facility

Price Guide – Up to December 2010



Venue Hire

Riverside Location

A marquee can be erected overlooking the River Thames for up to 280 guests seated. The following venue hire fees are applicable for a 3 day hire period.

Up to 280 guests seated: £2000.00 inc. VAT

Walled Garden Facility

A marquee can be erected in the Walled Garden Facility for up to 500 guests seated. The venue hire fees applicable are detailed below:

Up to 500 guests seated: £3500.00 inc. VAT
Per additional day hire charge: £ 575.00 inc. VAT

A riverside canopy can be erected in addition to the main structure in the Walled Garden for an additional fee of £575.00 inc. vat.

Please note that the minimum hire period is 3 days, which includes 1 day to de-rig, the day of the event and 1 day to de-rig. For more complex structures, an additional day's hire maybe required.

Where possible, every attempt is made to secure more than one event in the same structure over a weekend period. Should your event date be flexible and we can secure another booking around the time of your event, we will be able to reduce the cost of the marquee structure.

Accommodation

Included within the Ground Rental Hire fee is a complimentary standard double bedroom for the bride and groom on the evening of the wedding reception only. This is strictly non-transferable. The room will only be available from standard check-in time on the actual event day which is 3.00 pm – no exceptions can be made.

In addition, Terms & Conditions at The Oakley Court stipulate all events must employ the following:

Car Parking Attendant – this will be supplied by White Space Events and charged to the client. The number of car parking attendants required will depend on the number of guests attending. Car Parking attendant charges start from £50 + VAT. Due to restricted car parking at The Oakley Court, clients are encouraged to find alternative means of transportation for their guests. Any guests staying at the hotel overnight will automatically be granted a car parking space.

Security – for all evening guests, White Space Events Management Company will supply security and this will be charged to client. The number of Security Guards required will depend on the number of guests attending. A minimum of 2 Security Guards are required per each event and will be charged at £25.00 + VAT per hour per Guard.

Event Management – for all Riverside or Walled Garden events, an Event Co-Ordinator will be supplied by White Space Events to co-ordinate all details prior to the event and be on site for the duration. The cost of this service is £445 + VAT and is payable by the client.

Marquee

Please note that the following prices are purely a guide and once specific requirements are discussed, a more detailed proposal will be issued. The prices quoted are a guide for supplying the following:

Main Dining Structure – Guest Furniture – Catering Service Marquee – Dance Floor – Ivory Pleated Linings – Lighting – Generator & Electrical Distribution – Carpet with waterproof underlay.

For marquee events taking place between the months of October to April we would recommend utilizing a boarded floor and heating, which would be an additional charge.

Walled Garden

Up to 300 guests:	£ 9250.00 inc. VAT
Up to 400 guests:	£12250.00 inc. VAT
Up to 500 guests:	£14500.00 inc. VAT

Riverside Location

The prices quoted are a guide for supplying the following:

Main Dining Structure – Guest Furniture – Catering Service Marquee – Toilet Units – Dance Floor – Ivory Pleated Linings – Lighting – Generator & Electrical Distribution – Carpet with waterproof underlay.

Up to 100 guests:	£ 5250.00 inc. VAT
Up to 200 guests:	£ 6500.00 inc. VAT
Up to 300 guests:	£ 9250.00 inc. VAT

For marquee events taking place between the months of October to April we would recommend utilizing a boarded floor and heating, which would be an additional charge.

Catering

All catering must be undertaken by our contracted caterers. We have a number of different caterers that we utilise depending on the style of cuisine that you are requiring. If you would like further information on catering, please contact the White Space Events Team on 01483 480699 or email us on info@whitespaceevents.co.uk

The following prices give you a guide on a 3 course sit down meal. Prices quoted include, crockery, cutlery, glassware, white table linen and staffing.

English Cuisine – 3 course seated menu:	from £45.00 per guest + VAT
International Cuisine – 3 course seated menu:	from £27.00 per guest + VAT

(For all marquee events, catering services require the hire of a field kitchen – the cost of a field kitchen for up to 150 guests is £495 + vat. For event guest no's over and above this, there will be an additional charge as more equipment is required).

We have a very experienced event team who work on a personal level with each of our clients to ensure that your individual requirements are met. We very much hope that we can be of service to you and look forward to hearing from you.

For further details on all the services we provide, along with a selection of images taken from our most recent events, please visit our website at www.whitespaceevents.co.uk

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