



OSO
ARTS CENTRE



WEDDINGS AT THE OSO

OSO Arts Centre

Welcome to the OSO Arts Centre

Introduction

We've been hosting private parties, including wedding receptions, for a long time but we are now also licensed to hold marriages and civil partnership ceremonies. If you're looking for an original, local venue for a theatrical ceremony, then look no further!

We can host:

- Your Ceremony only - see below
- Your Reception only - see page 2
- Your Ceremony followed by a Reception (40-50 guests maximum) - see page 4

Read on for what we can offer you for your special day...

The Venue

The OSO is a professional fringe theatre and Cafe-Bar situated on beautiful Barnes Green, overlooking Barnes Pond. As a theatre, we definitely know how to stage truly memorable events! All wedding bookings, whether for the ceremony, the reception or both, will give you exclusive use of the OSO.

Our unique and gorgeous location means that you'll be spoilt for choice when it comes to your photos: on the Green, by Barnes Pond or by Beverley Brook (or all three!).

The OSO is a charity and your hire fee and bar spend will directly support the OSO to continue providing a theatre and community space for the community.

Accessibility

There is fully disabled access both into the building (access via a ramp) and in the theatre space itself (apart from the stage, however the space can be adapted).

Ceremony-only bookings

Ceremonies at the OSO take place in our lovely theatre space. This is a flexible space, consisting of three separate areas which can become one large space, depending on your numbers and how intimate a ceremony you would like. There is the option of a one-metre-high raised stage. The walls are covered in floor to ceiling red velvet drapes which add to the warmth and ambiance of the space. If you would like your ceremony to be quite theatrical, we can even offer you full lighting and sound rig for an extra fee.

The theatre space leads directly into our light and spacious Cafe-Bar area with views over Barnes Green so that after your ceremony you and your guests can indulge in a celebratory glass of champagne - and if the weather is good, you can drift straight out onto the Green.

Decorating the space You can decorate the room in which the ceremony takes place: you or your suppliers will have access to the space an hour before the ceremony for this purpose (see suggested timeline below).

Music before and during the ceremony You can have your own live or recorded (non-religious) music. If you want live music, then professional pianists can use our Steinway grand piano. You can also employ small groups of musicians, string quartets etc. We can recommend great professional musicians including vocalists. You can stream your own playlists via our Sonos.

Pre-ceremony interview with registrars The Registrars arrive 30 mins before the ceremony (ie whilst the space is being set up - see suggested timeline below). You can meet the Registrars either separately or together. If you want the former, we can organise this so that you are not seen by each other, thereby retaining the element of surprise.

Timings

All our ceremony-only slots are 4 hours long. Below is an example timetable for a 3-7pm booking.

3-4pm Set-up for florists and other suppliers | **4-4.15pm** Guests arrive | **4-4.30pm** Pre-ceremony interview with Registrars | **4.30-5.30pm** Ceremony (Note: the basic ceremony takes 20 mins, but this may take longer if you include optional readings etc agreed with the Registrar as part of it) | **5.30-7pm** post-ceremony drinks and light refreshments.

Costs

All prices correct at the time of going to print

No of guests	Cost Weekdays Mon-Thurs	Cost Weekends (Fri - Sun)
Up to 80 (rows of chairs)	£800	£1,000
81-130 (80 chairs + raked seating)	£1,000	£1,200

The above prices include:

- Access one hour prior to ceremony for florists and other suppliers to access the space
- Up to three hours' exclusive use of the OSO
- Set-up of the space including chairs
- Use of our Sonos system for your own recorded music in the Theatre and Cafe-Bar
- Use of white plinths in various sizes for flowers
- Steinway grand piano - only for use by professional musicians

Not included:

- Registrar fees
- Refreshments
- Flowers/decorations
- Hire of musicians - we can recommend professional musicians who have performed at the OSO

Booking the Registrar

Booking the Registrar and giving notice is a separate process to booking the OSO as a venue for your civil ceremony. All information in relation to giving notice, checking availability and booking Registrars can be found on the [Richmond Registration Services](#) page. Make sure you do this in plenty of time before your chosen date to be sure of securing the date and also giving the requisite notice.

Reception-only bookings

If you chose to get married somewhere else, you can host your wedding reception at the OSO.

Capacity Up to 100-120 guests depending on layout.

Wedding food Depending on guest numbers and your requirements, we can do the catering, or you can use external caterers. We can suggest local caterers with whom we have worked before.

Serving Staff Although the OSO team will serve the drinks, it is your caterers' responsibility to provide waiting staff to serve and clear up.

Equipment The venue hire includes use of the necessary number of 20 x 6' trestle tables, up to 80 chairs and glasses for events with under 60 guests. You (or your caterers) would therefore need to hire tablecloths, crockery, cutlery, additional chairs (if required), additional glasses (if required) on a 'return dirty' basis.

Set up Our team will set out tables and chairs as per your requirements, but you/your caterers would be responsible for laying the tables.

Wedding drinks All drinks must be purchased from the OSO Bar: there is the option of a tab or cash bar. The Bar will be open for the duration of your reception. The Bar team will be on hand throughout, providing welcoming drinks, table service, and an evening Bar. We offer an eclectic wine list and ask that you pre-order both the wine, from the list, as well as any beer. Please ask for a copy of our wine list.

Invoicing for drinks Three weeks before the wedding, we will require you to pre-order your drinks; you will be invoiced for these immediately, with 50% payable within five days of the date of the invoice. A final invoice will be sent to you after the wedding, taking into account what was consumed on the night.

Alcohol licence Although we are licensed to serve alcohol and play music, this is limited to inside the building. If you wish to serve drinks and/or play music outside, then we will need to apply for a 'TENS' licence. We can make the application for you (see fee below) from the London Borough of Richmond, but please be aware that there is obviously no guarantee that this will be granted as Council policies can change.

Flowers and decoration of the OSO The OSO has white plinths of differing heights, which are ideal for flower arrangement, and ceiling grids in the space (approx. 2.5 square metres) which can be used to hang decorations and for you to personalise the space.

Entertainment/music You may bring in your own entertainers at no extra cost or we can recommend entertainers with whom we have worked before. Please discuss your entertainment/music requirements with the Centre Manager prior to booking. If you are using a band, then we recommend that you ensure that it liaises with us to discuss what its equipment requirements are. Please also note paragraph 6.1 in our Terms and Conditions of Hire (below) in relation to noise levels of any amplified music played during the event.

Hire Charges

A combination of studio space is available, depending on your individual requirements as follows:

All prices are correct at the time of going to print.

No of guests (area)	Cost Weekdays (Mon-Thurs)	Cost Weekends (Fri - Sun)
Up to 60 (studios 2&3)	£2,000	£2,500
61-100 (studios 1,2&3)	£2,500	£3,000
101-130 (studios 1,2&3)	£3,000	£3,500

Bar costs

Three weeks before the wedding, we will require you to pre-order your drinks; you will be invoiced for these immediately, with 50% payable within five days of the date of the invoice. A final invoice will be sent to you after the wedding, taking into account what was consumed on the night.

Other charges Lighting and sound engineer: price on enquiry | TENS licence £100 admin fee (plus the cost of the application fee prevailing at the time).

Ceremony plus Reception bookings

For smaller weddings (40-50 guests) we can host both the ceremony and reception.

Please ensure you read both the Ceremony-only and Reception-only sections above which apply equally to Ceremony and Reception bookings.

Hire Charges

A combination of studio space is available, depending on your individual requirements as follows:

All prices are correct at the time of going to print.

No of guests	Cost Weekdays (Mon-Thurs)	Cost Weekends (Fri - Sun)
40-50	£2,500	£3,250

Testimonials

We held our wedding reception at the OSO and it was perfect. The team couldn't have been more efficient, friendly and helpful. It's a lovely bright, modern and versatile space which really allowed us to put our own personal stamp on the day. Plus, it was lovely to overlook beautiful Barnes Green and the Pond. We couldn't have asked for more.

Sophie & Tom

How to book

Please email Lisa Ross, OSO General Manager, on lisa@osoarts.org.uk providing the following information:

- Booking type - ceremony/reception or both
- Preferred date and time
- Approximate number of guests

Once we have confirmed that your preferred date is available, we will hold it for you for 14 days. During that time, you can check availability with your reception venue (if not using the OSO), the Registrar and any other third-party vendors. During the 14 days, we will also offer you a mutually convenient date and time for you to come and meet us and look at the space. If you decide that you want to book the space, we will send you a booking form to complete and ask you to pay a 50% non-refundable deposit to secure the booking.

Once you've booked, this will entitle you to one site meeting with a member of the OSO team to discuss setup options plus drinks options (Ceremony-only bookings) or catering options (Ceremony + Reception bookings) following which everything will be confirmed in writing.

Terms and Conditions of Hire

Please read the Terms and Conditions below carefully. These terms below will be part of your hire agreement with the OSO.

Terms and Conditions of Hire

These Terms and Conditions form part of your contract for hire with the OSO Arts Centre (OSO), run by the Barnes Community Arts Centre Charity (Charity No 1150-658).

Bookings and payment by Hirer

1. All bookings are made in writing as set out in the invoice. By paying the hire fee, the Hirer (as set out in the booking form) accepts the booking as well as these terms and conditions.
2. Full payment is required within 5 days of the date of the invoice (with the exception of hire agreements in relation to weddings). If payment is not received, then the booking will automatically be cancelled.
3. In relation to Weddings:
 - 3.1 The Hirer shall pay a deposit equating to 50% of the total hire fee, within 5 days of the date of the invoice. If the deposit is not received, then the booking will automatically be cancelled.
 - 3.2 The remaining 50% of the booking fee is payable six months before the wedding. If this is not received, then the booking will automatically be cancelled and the 50% deposit referred to at 3.1 will be retained by the OSO.

OSO's obligations during the period of hire

4. OSO staff will be present in the building to welcome the Hirer on arrival. During the term of hire they will also be serving other customers (unless the Hirer has booked the OSO for exclusive use)
5. The OSO will provide the space clean and ready for use together with trestle tables and chairs if required.

Hirer's obligations during the period of hire

6. The Hirer (and, where appropriate, his/her clients/guests) must:
 - 6.1 Be considerate of other users, residents and our local community and, in particular, ensure that any noise is at an acceptable level so as not to disturb others. In relation to any music this must be played via the OSO's surround system. Live amplified music and DJs may only be used by prior written agreement with the OSO Centre Manager at the date of booking the OSO and, in any event, must cease by 11pm.
 - 6.2 Only use the existing metal railings on the walls, or the plastic moveable doors, to attach/exhibit anything relevant to the event. If additional, temporary fixings are necessary for the Hirer's event, then special arrangements will need to be agreed in writing with the OSO Manager at the time of booking.
 - 6.3 Bring his/her event to a prompt close at the end of the hire period otherwise the OSO may impose an additional charge.
 - 6.4 Only consume alcohol which has been purchased at the OSO.
 - 6.5 Notify the OSO immediately upon becoming aware of any accident/injury at the OSO.
 - 6.6 Familiarise himself/herself with OSO fire procedures in the event of a fire.
 - 6.7 Clear the studio at the end of the hire period; in particular, the floor must be swept, and all rubbish placed in a black bag for OSO staff to dispose of. Failure to do this may result in an additional charge.

6.8 Take out and maintain public liability insurance during the hire period, as stated on the invoice and shall, if requested by the OSO Manager, produce a copy of the certificate of such insurance. This provision does not apply in relation to the hire of the OSO for private parties.

6.9 Ensure appropriate safeguarding of those children, young people and the vulnerable who are the Hirer's clients. This includes carrying out appropriate DBS checks.

7. The Hirer must not:

7.1 Stick or nail anything to any of the OSO walls.

7.2 Move any of the grand and upright pianos or the retractable theatre seating nor place items on them.

7.3 Bring any vehicles onto Barnes Green.

7.4 Smoke any cigarettes, e-cigarettes or vape inside the OSO and must ensure that his/her guests/clients do not do so.

7.5 Do anything which will or might vitiate in whole or in part the public liability insurance referred to at 6.8.

OSO limitation of liability

8. Neither the OSO nor its staff are responsible for:

8.1 The safety or supervision of any children while on OSO premises for the duration of the hire period.

8.2 Any damage to property belonging to clients or guests of the hirer. All property brought to the OSO remains at the owner's risk.

8.3 Any artwork or equipment left on the premises by the hirer or his/her guests/clients.

Hirer's liabilities

Death or personal injury

9. The Hirer is liable for any loss, damage, personal injury or death arising out of or in connection with the hire (except to the extent that such loss, damage etc is directly caused by the OSO's negligence) and the Hirer shall therefore indemnify the OSO against any claim brought against it in relation to such matters.

Damage to OSO property

10. The Hirer is liable for any damage to OSO property or equipment, whether caused by the Hirer, its sub-contractors, employees, clients or guests, and will pay to the OSO the amount required to remedy the damage so caused.

Cancellation by the Hirer

11. All cancellations must be made in writing to the OSO General Manager.

12. Except in relation to weddings, following written cancellation to the OSO General Manager, the OSO will:

12.1 Refund the Hirer in full if he/she cancels up to six clear weeks before the event.

12.2 Refund 50% of the hire fee if the Hirer cancels less than six weeks, but more than three clear weeks, before the event.

12.3 Give no refund if the Hirer cancels three weeks or less before the event.

13. In relation to wedding bookings, following written cancellation to the OSO Manager, the OSO:

13.1 Will refund the Hirer 50% of the total hire fee paid under clause 3 if cancellation is made up to and including six months before the wedding.

13.2 Will refund the Hirer 25% of the total hire fee paid under clause 3 if cancellation is made less than six months but more than three months before the wedding.

13.3 Will give no refund if the Hirer cancels three months or less before the event.

14. For the avoidance of doubt no refund in clauses 12 and 13 shall exceed the monies already paid under the invoice.

FORCE MAJEURE

15. The OSO shall not have any liability or be deemed to be in breach of the Agreement for any delays or failures in performance of the Agreement which result from events or circumstances beyond the reasonable control of the OSO including without limitation fire, flood, war, invasion, terrorism, act of foreign enemy hostilities (whether war is declared or not), civil war or strife, rebellion, strikes, lock-outs or other industrial disputes, epidemic, pandemic, national mourning, acts of governments or other prevailing authorities, defaults of third parties and other acts of God. In the event that the OSO is affected by the circumstances as set out in this clause, it shall notify the Hirer in writing

GOVERNING LAW AND JURISDICTION

16. This Agreement shall be governed by and construed in accordance with English law. The courts of England and Wales shall have exclusive jurisdiction in connection with any disputes arising out of this Agreement.