

OSO WEDDING PARTY INFORMATION PACK

(updated February 2018)

General Information

The OSO provides a fantastic location for a party, right in the heart of Barnes in a beautiful location overlooking Barnes Pond. We have three large and airy studio spaces (with moveable walls which mean that we can create one large space), which can easily be adapted to suit your requirements. The venue is perfect for a fun, hassle-free wedding reception. We are a fully licensed venue with a bar.



Capacity

The OSO is licensed for up to 150 people on-site at any one time (which number includes the OSO team, the catering team, entertainment etc). However, we recommend for sit-down meals that the number of guest is limited to 120.

Timetable

The OSO is available to hire for exclusive use wedding reception on Saturday afternoons / evenings throughout the year when the studios are not in use for theatre productions. The recommended timings for your wedding, taking into account the fact that the OSO is a thriving arts centre, are as follows:

Friday

Access to the venue is as set out below for hirers to drop off furniture, crockery etc, for any decorating of the space and for the laying of the tables by the hirer (note that for an extra charge, we can lay the tables – see below):

Studios 1&2: from 12-6pm

Studio 3: from 6-10pm

Saturday (please note that the OSO Café is open to the public 10am-12pm on Saturdays)

12-3pm: Café area set up and final touches to table etc

3.30pm: Guests arrive (depending on service times)

11pm: Music to stop

11.15pm – 11.30pm: guests leave

12am: Staff and organisers off site

Sunday

10-2pm: Hirer to tidy up OSO ready for it to be re-opened to the public (or the OSO can do it for an extra fee – see below); all equipment, apart from hirer equipment, must be removed during this period

2pm: the OSO cleaning team arrives

Monday morning

The third-party hirers collect the hire equipment

Wedding food

You are welcome to use external caterers or the OSO can recommend local caterers. Please be aware there are no kitchen / cooking facilities available on site so we recommend using caterers with local kitchens. We strongly recommend that if you use your own caterers that you meet with them and the OSO Centre Manager on site so that they understand the space in which they will be working. There is no kitchen, food preparation areas or clearing stations on-site, so any caterer must be able to operate under these conditions.

Wedding drinks

Bar staff

The OSO Bar will be open for the duration of your wedding, run by two members of staff.

Depending on your requirements and the number of guests, we will require additional staff. If any additional Bar services are required, for example the regular topping up of glasses throughout the meal, then, as mentioned above, two additional Bar staff will need to be hired at £15 per person per hour. For weddings with more than 60-100 guests, we require an additional two members of staff; for 100-120, we require three additional Bar staff.

The suggested Bar service during the wedding:

- A welcome drink will be offered by the staff upon the guests' arrival and topped up during the welcome reception. We recommend that you offer Prosecco with red/white wine or soft drinks as alternatives
- Prior to the guests taking their seats, the Bar staff will place red and chilled white wine bottles on the tables and replace empty bottles during the meal
- Glasses will be topped up with Prosecco just before the toast
- After dinner, the Bar will be run on either a tab or cash basis, to be agreed with you.



Purchase of drinks

All drinks must be purchased from the OSO bar. We offer an eclectic wine list and require that you pre-order both the wine, from the list, as well as any beer. Please ask for a copy of our wine list. 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.

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 to be able to use the outside of the building. 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.

Equipment

The venue hire includes use of the 20 x 6' trestle tables and 80 chairs.

You (or your caterers): would need to hire:

- Tablecloths, crockery, cutlery, additional tables/chairs (if required)
- The OSO Bar can provide glasses for a maximum of 40 guests so for larger functions, you will need to hire glasses on a 'return dirty' basis. The precise equipment will have to be agreed with the OSO, depending on what you want to offer your guests to drink.

Decoration of the OSO

The OSO has picture rails throughout and ceiling grids in all the studios (approx. 2.5 square metres) which can be used to hang decorations and for you to personalise the space. We do not allow anything to be stuck to, or hung on, the walls. You may decorate the OSO yourself or we can recommend a third party company.

It is important that you time the decoration of the OSO to be on the Friday morning, before the tables are laid on the Friday afternoon.

You may bring your own florist at no extra charge or we can recommend local florist with whom we have worked before.

Layout

Reception area

Reception drinks usually take place in the foyer; if the total number of guests exceeds 60, then please note that the space is such that some of the guests may have to 'spill' into the dining space.

Dining room

We can discuss with you various options; these are the two most common layouts that we have successfully used in the past:

- Two long tables down the length of the room; or
- Round tables which are 6' in diameter which each seat ten people

Note that Studio 1 has a black curtain down both sides which cannot be removed, but is unobtrusive.

Entertainment

You may bring in your own entertainers at no extra cost or we can recommend entertainers with whom we have worked before. If you are using a band, then we recommend that you ensure that it liaises with our Production Manager in order to discuss what its equipment requirements are.

Charges

A combination of foyer and studio space is available dependant on your individual requirements as follows:

Basic costs

- Studios 2&3 £2,000 (maximum 60 guests)
- Studios 1, 2&3 £2,250 (maximum 100 guests)
- Studios 1, 2 &3 £2,500 (over 100 guests: conditions apply)

Additional costs (if required)

- Table laying service: £360 - the OSO team can set up the tables and chairs and lay the tables according to your requirements for you. If you choose to take this option, then we suggest that you attend the OSO to set one table so that we can follow the format which you require.
- Tidying up: £240 - the OSO team can clear, clean and re-set the venue on the Sunday from 10am-2pm
- TENS Licence as above - £100 admin fee

Payment and deposit

50% of the total hire fee is payable within five days of the date of the invoice. This acts as your deposit to secure your booking.

The remaining 50% of the booking fee is payable six months before the wedding.



Further information and bookings

For further information, please contact Lisa Ross, OSO Manager, on lisa@osoarts.org.uk providing the following information:

- Preferred date of wedding reception
- Number of guests

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 invoice) 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 must in particular ensure music /noise is at an acceptable level so as not to disturb others. Live amplified music and DJs may only be used at weekends and 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 purchased at the OSO, unless there is a prior, written arrangement with the OSO Manager to the contrary.
 - 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 the 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 Manager.
12. Except in relation to weddings, following written cancellation to the OSO 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.