



The Kassam Conference & Events Centre  
The Kassam Stadium, Grenoble Road, Oxford, OX4 4XP

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## SELF-CATERED PACKAGE

### Self-Catering Package £4,000.00 (Inc. VAT)

**Up to 12 hour venue hire** - includes set-up time for décor company and clear down after the event

**The Quadrangle suite** - seats up to 480 depending on the size of your set and stage

**The Headington bar & concourse area**

**Additional suite** (subject to availability)

**Use of the kitchens** - to re-heat food only (no fridge access)

**Up to 500 chairs included**

**Up to 50 round tables & white linen cloths**

**20 trestle tables**

**One manager on site**

**One cleaner on site**

**One security on site**

- **Events require a £500 cleaning & damages deposit to enable event to take place this will be returned to the client after the event, subject to the premises being left in a satisfactory condition.**
- **Caterers will be required to provide copies of Health & Safety and Insurance documents. These need to be on file prior to the event. No rubbish/food waste to be left on site.**
- **Access times to the venue include any set-up time required by the caterers and any decorating of the venue. Times are subject to availability at the stadium.**

### Additional Extras

5.6ft round tables (hired in) with a table cloth at £10.00 per table

Chairs (hired in) at £3.00 per chair

Waiting staff can be provided at £12.00 per hour

A kitchen porter can be provided at £12.00 per hour

Cutlery & crockery can be provided for guests at £6.50 per person

Chair covers hired in from approximately £2.50 per cover including coloured sashes (price based on minimum 200)

### Equipment

Staging from £48.00 per block (1m x 2m)

PA system from £216.00

Microphones from £54.00 each

Delivery & Set-up from £36.00

### Entertainment

Disco Approx. £396.00

The Kassam stadium cannot guarantee exclusivity of the venue. We do take every effort to prevent a sports fixture coinciding with your booked date but in the unlikely event that a match should happen to be rescheduled and coincide with your event, we will work with you to accommodate the event alongside the match and guarantee availability of the Quadrangle Suite only (not bar), we will allocate parking for the wedding guests and will require a list of the cars you need reserved spaces for. You will however need to be aware there may be increased traffic around the roads and entrance to the venue.