



PARTIES AT CHERWELL BOATHOUSE

INFO & GUIDELINES:

Marquee:

Max Capacity 125 guests (Hire Time 12pm - 5pm / 6pm - 12am / All Day)

Lower Boathouse:

Max Capacity 80 guests (Hire Time 12pm - 5pm / 6pm - 12am / All Day)

Conservatory:

Max Capacity 45 guests (Hire Time 12pm – 5pm (Lunch) / 6pm to 11pm (Dinner)

Restaurant:

Max capacity 75 guests (Hire time 12pm – 5pm (Lunch) / 6pm to 11pm (Dinner)

When booking a party, please ensure the minimum requirements can be met.

Bookings will be confirmed on receipt of deposit payment.

Cherwell Boathouse reserves the right to move your party to a different room, should the number of guests fall below the minimum requirements, and/or min spend cannot be met.

Menus:

BBQ/Buffets: (Marquee/Lower Boathouse only): Minimum order 25 guests

Canapes: (MQ/LBH) minimum order 25 guests.

Set Menu: will be offered to all groups of 10 or more.

Drinks:

We can run an open bar / pay bar or mixture of the two. Both the Marquee and Lower Boathouse have their own bars (card payment only).

Marquee/Lower Boathouse Parties:

All details for your event like timings, menus, drinks, room layout and dietary requirements etc are to be finalised at least 10 days before the booking date. The final guest numbers can be amended up to 48 hours before the event. No changes can be made after this time.



Music & Dancing:

Music & dancing must finish at 11pm due to licensing and being in a residential area.

Live music / Bands are only permitted in the Lower Boathouse, not the Marquee. Dancing in Marquee is permitted for groups up to 50 guests.

There is a large directional speaker system & amplifier in the Marquee and a Yamaha monitor speaker in the Lower Boathouse. We have Phono to AUX (3.5mm) to connect.

If your device requires a different connection, we advise you to bring this with you in case we don't have the right cable here.

Cherwell Boathouse Management reserve the right to set noise levels in keeping with our surrounding environment.

If a band / DJ is asked to reduce noise output - they will need to comply.

If at any point we have a complaint regarding noise levels and a band does not reduce sound levels - they may have to play acoustically.

Please be aware that heavy bass (in particular) can travel distances and disturb other guests as well as local neighbours. Please be aware of position of speakers when setting up – experienced management can advise best here.

Access & Decoration:

Clients may do room decoration in the Marquee and/or Lower Boathouse. If clients wish to use the Cherwell Boathouse scaffold tower to reach slightly higher up, Cherwell Boathouse staff will erect the tower for you if given prior notice. Guests use this at their own risk and should always be used with somebody else present in the room for safety reasons.

Cherwell Boathouse will supply and set up all tables including chairs, table linen, cutlery, glassware, salt & pepper, wine cooler, simple single stem vase with flower and tall white candles. Fairy lights are a permanent fixture in both the Marquee and Lower Boathouse. Up-lighting/mood lighting can also be used in both spaces. Our staff can set out name cards and basic table/room decoration if given clear instructions from the client.

Marquee Dimensions: 15m x 9m

Lower Boathouse Dimensions: 12m x 9m

Table sizes: Regular round 150cm (diameter), Large round 180cm.

A combination of small and/or large tables can be used in each space depending on your party size and requirements. Please bear in mind space for tables as well as things like DJ/Band space when booking. The more information we have on your vision for the event the better it will help us advise you on what's possible and what might cause potential issues.

Banqueting tables: 98cm (wide) X 244cm (long)

These tables can be combined to make longer 'banqueting style' tables. The maximum capacity for this table arrangement is 100 guests (40 + 40 + 20).



Payment:

We prefer payment on the day.

Payment can be made after the event by invoice if arranged.

Payment is due within 10 days of receiving invoice.

The receipt must be signed immediately after the event.

Any discrepancies should be raised with the manager at the time.

Please notify us in advance if your party will be paying individually or in small groups.

Deposits & Cancellation:

Unless otherwise agreed, in the event of cancellation:

- (1) by us, the deposit, less any reasonably incurred admin fees, will be refunded.
- (2) by you, the deposit, less any reasonably incurred admin fees, refunded as follows:

Cherwell Boathouse accepts we have sufficient time to rebook the specific event date and area – at least 4 weeks before the specific date.

We are able to rebook the specific event date and areas with comparable groups, part or all of the deposit may be refunded.

Punting: max 6 people to a punt

We can help facilitate punting for groups and can liaise with the punt office to help organise this.

On arrival it is best to gather in your event area.

It is important that the group be split into groups of up to 6 guests (max per punt) and ideally we would send 3-4 groups down, followed by another 3-4 groups 5 minutes later. At the punt office they will be given equipment and allocated a punt number - and should be aware of conditions of hire - please see below.

We can't always give instructions as easily to large groups, so it really does help if you find the time to show them the link below. We have made a short instructional video available free on our website. It's designed to be viewed either formally in the classroom as part of a lesson, or less formally issued as homework for the students to view in their own time. Either way it has proved to be a useful introduction to the art of punting

[http://cherwellboathouse.co.uk/punting/how-to-punt/.](http://cherwellboathouse.co.uk/punting/how-to-punt/)



Punt Hire Terms & Conditions:

No more than 6 people per punt.

Each punt should be equipped with: 2 large cushions + 2 small cushions + 1 metal pole + 1 paddle.

Punt racing and splashing is not allowed.

Charges will be incurred for excessively waterlogged or damaged punts.

We are not permitted to hire to anyone under 16 years old.

Non-swimmers are encouraged to wear a life jacket (ask at punt office).

Please enjoy alcohol responsibly when punting.

Punts must be checked in after use otherwise extra charges may be incurred.

Those using jetty and punts do so at their own risk.

Photography:

When having photos outside the Lower Boathouse or on the lawn, please ensure to keep the jetty clear as the Punt Manager needs visibility at all times.

Parking:

We have a small car park that can become full during summer months. There is free parking on both Bardwell and Chadlington Roads, restricted to 3 hours until 4pm. We're a short taxi ride from the city centre – Royal cars 01865 777333; 001 Taxis 01865 240000. Please be aware of Dragon school pick up Saturday term time @ 12.30pm when Bardwell Road can become busy.