



## Dry hire of function spaces at The Kia Oval – FAQs

### 1) Do I have to use certain caterers?

No, you are not restricted to specific caterers (as long as the terms of clause 7 below are adhered to). However, we strongly recommend the following caterers due to consistently high levels of service and food quality:

#### ASIAN:

Sapna 020 8843 1111  
Greenleaf 020 8574 7779  
Ragamama 0845 009 8000

#### KOSHER:

Hermolis 020 8810 4321  
Jason Milan 020 8207 3420  
Tony Page 020 8830 4000

#### CARIBBEAN AND AFRICAN:

Jollof Pot 020 7473 5666

### 2) How much does it cost to hire a function room at the Kia Oval if I want to bring in my own caterers?

There are several rooms at the Kia Oval which can be used by external caterers (for a maximum of 12 hours between the hours of 07:00 - 23:30):

- Corinthian Roof Terrace (reception for a maximum of 450 guests)
- Long Room (catering for a maximum of 60 guests – Banqueting)
- India Room (catering for a maximum of 120 guests – Banqueting)
- Ashes and Australia Suite (catering for a maximum of 300 guests – Banqueting)
- England suite (catering for a maximum of 450 guests – Banqueting)
- Jardine Suite (for a maximum of 1400 people reception)

You will also have to pay additional security charge based on your final numbers for the entire period the guests are in the room plus an hour either side of this. The security and Venue reserved the right to refuse entry to any guests above the final number provided.

### 3) When can I hire the space?

The space is available for dry hire only on Saturdays and Sundays.

### 4) What do I get for the price?

We will provide you with tables, chairs and use of the preparation kitchens associated with the room hired, if required. We will also provide you a cleaner to maintain the public areas of the building, including the toilets. A duty manager will be on site to be a point of contact throughout the event, however the duty manager will not be involved in servicing the event in any way. You may also use our bins to dispose of your rubbish. We can also provide you with cleaning chemicals for the kitchen areas only, subject to signature of the appropriate paperwork.

### 5) What can be purchased additionally?

As standard you will **not** be provided with table linen, napkins, cutlery, crockery, glassware, staffing or cleaners for the room however these can be hired at an additional charge. We expect that the room is returned in the same condition in which it was leased to you at the start of the day, in a clean and orderly manner. Use of the bar areas is not permitted, unless the Kia Oval is providing the beverages, in which case the bar will be staffed and stocked by the Kia Oval.

### 6) Who signs the contract?

The contract will be made out between the venue and the caterer. The end client is not involved in the signing of the contracts.

#### **7) What do I need to provide prior to the event?**

As a minimum, at least two weeks prior, the Kia Oval must have copies of all of the following documents for and caterers or 3<sup>rd</sup> party suppliers. Without these documents, the event cannot take place:

- Public Liability Insurance for a minimum of £5,000,000;
- Food Safety training certificates - all food handling personnel must have basic food hygiene as a minimum;
- Personal Licences enabling them to serve alcohol;
- Company registration documents;
- HACCP or food safety management system
- List of equipment they will be using
- Chemical inventory (if using own chemicals)
- COSHH folder (if using own chemicals)

Additional documents may be required after consultation with our HSE Manager

#### **8) Are you serving or selling Alcohol?**

Please see above. Any serving or selling of alcohol requires the organiser/caterer to have be personal license holder and be onsite for the duration of the event.

#### **9) Do you take a damage deposit?**

Yes. The Kia Oval will take a £2500.00 deposit to cover against any damage caused to the property by your guests. This is fully refundable once the duty manager has completed a full inspection of the venue at the end of the event.

If the main kitchen, next to the Jardine Suite, is in us a deposit of £5,000.00 will be taken which is fully refundable once the Head Chef has completed a full inspection of the venue at the end of the event.

#### **10) What will I need to do on the day?**

As the event caterer, you will need to ensure the following is completed and returned to the duty manager on the day. The Kia Oval will provide you with these documents to sign:

- Fridge/ Freezer temperature sheets (on the fridge/freezers)
- Food service/Production temperature sheets
- Dishwasher temperature sheet (on the dishwasher)
- Record of risk assessments signed off for **each individual** working in the kitchen.

#### **11) Can the guests park at the Kia Oval?**

Car parking facilities are available at the Kia Oval. However, please note these are strictly subject to availability and at the complete discretion of the security staff on duty. A maximum of 30 spaces will be allocated to your event, however this may be fewer if there is a high demand from other events. Once the car park is full, cars will not be permitted on site under any circumstances. The decision of the security officer on duty is final.

#### **12) What if I have extra guests turn up on the day?**

Additional guests above the number agreed will not be permitted on site. This is because we allocate security staff based on the number of guests agreed between the venue and the caterers/end client. If it is deemed by Kia Oval staff that there are too many guests on site, the company reserves the right to refuse admission to your guests. Please bear this in mind when considering the size of the suite which you have hired.