Hold your special event at Britain’s oldest Botanic Garden
A spectacular wedding reception venue, with a marquee for up to 200 people on our Events Lawn and exclusive use of the site from 6pm.

Situated in the heart of Oxford, Britain’s oldest Botanic Garden is an oasis of calm, the perfect venue for a drinks reception, evening buffet or your truly unique wedding celebration.

In our beautiful Walled Garden and Glasshouses there are many lovely and exotic photo opportunities, and your guests are welcome to explore.

Our hire charge is for exclusive use of the site from 6pm until midnight, but events can start earlier in the day while we remain open to the public.

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www.botanic-garden.ox.ac.uk/hire
admin@obg.ox.ac.uk
01865 610305
The Conservatory is one of our seven display glasshouses, and perfect for an intimate gathering. Imagine a family party, pre-dinner drinks or afternoon tea against the backdrop of our seasonal plant displays.

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Venue Hire Charges 2017
All prices are quoted exclusive of VAT

Conservatory
The Conservatory can accommodate parties of up to 60 guests for a drinks reception.

£250 per hour out of hours
£150 per hour during opening hours

Events Lawn & Marquee Hire
A marquee on our Events Lawn can accommodate up to 200 guests for a seated meal. The fee is for site hire, please contact our trusted approved suppliers for a quote for a marquee.

£7,500 ground hire fee (Friday/Saturday/Sunday)
£5,000 ground hire fee (Monday – Thursday)

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Events at the University’s Arboretum, Nuneham Courtenay

The Arboretum has been part of the University of Oxford since 1963. The site comprises 130 acres containing the best collection of trees in Oxfordshire with some of the oldest redwoods in the UK. Seasonal highlights include wildflower meadows, rhododendrons and bluebell woods.

With plenty of parking, and lots of seasonal beauties to enjoy, the Arboretum is the perfect venue to hold a drinks reception, or family party. Please enquire for further details.

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Marquee and Catering Suppliers

Events at the Botanic Garden must be serviced by our preferred suppliers. These companies are familiar with our site which means that their set-up and take-down times are shorter, and they can provide you with a better service for your event.

Marquees, pagodas

These suppliers can also offer generators, lighting, and furniture.

**Florey** – http://www.florey.co.uk
Telephone: 01367 821122, Email: enquiries@florey.co.uk

**Claremont Marquees** – www.claremont-marquees.co.uk
Telephone: 01483 720472, Email: robert.atkins@claremont-marquees.co.uk

Catering

**Oxford Fine Dining** – www.oxfordfinedining.co.uk
Telephone: 01865 728240, Email: enquiries@oxfordfinedining.co.uk

**Indulgence Oxford** - www.indulgenceboutiquehospitality.co.uk
Telephone: 01295 690888, Email: Sophie Wadey sophie@indulgenceoxford.co.uk

It will not usually be possible to use other suppliers for events held at the Botanic Garden, but if these suppliers are not able to accommodate your requirements then please feel free to be in touch with us regarding using other companies.
Further information

Hire of the site includes and is subject to the following:

• Start and end times for your event must be agreed before the booking is confirmed, for all events the site must be empty by midnight, else a late fee will be charged
• Music and alcohol sales must cease by 11pm
• Hire of the site is for exclusive use from 6pm (May-Aug)
• Hire of the site includes access to the site for set up and take down the day before and day after (additional access for marquee set up/take down may be permitted with prior written agreement)
• Two staff members will be on site at all times, if additional staff are required (including security) this will incur an additional charge
• Standard cleaning of the site facilities before and after the event is included, any additional or deep clean will incur an additional charge
• Use of the site toilets is included for up to 150 guests, additional toilets must be hired for larger parties
• Caterers will have access to the Old Kitchen (note that this is not a catering kitchen, a catering tent will be required)
• No power is available, a generator must be hired
• Marquee providers must be selected from our approved list
• Caterers must be selected from our approved list
• All waste must be removed from the site at the end of the event
• Any damage caused to the site, the botanical collections, displays or any other property of the Botanic Garden must be covered by the client, and we require proof of an insurance policy for this purpose

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