



KIA OVAL
EVENTS &
ENTERTAINMENT

MEETINGS & EVENTS AT THE KIA OVAL





Features



Central London venue
located outside of
the congestion
charge zone



Complimentary car
parking for
organisers



Natural daylight in
all rooms with
stunning views of
the pitch



Complimentary Wi-Fi



Excellent transport
links



An industry leading
events management
team



Level 1
disability access



Platinum
ECOSmart and Silver
Green Tourism Status



Hotel opposite
the ground



Requirements

A refundable deposit of £2,500.00 to cover damage will be taken 2 weeks prior to your event. This is fully refundable once the duty manager has completed a full inspection of the venue at the end of the event and there is no mess or damage.

As a minimum, at least two weeks prior, the Kia Oval must have copies of all of the following documents for any caterers or 3rd 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 the service/selling of 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)

Inclusions & Exclusions

Inclusions:

- Tables and chairs (room will not be set-up).
- Use of the preparation kitchens associated with the room hired (if available).
- 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;.
- Bins to dispose of your rubbish.
- Cleaning chemicals for the kitchen areas only, subject to signature of the appropriate paperwork.

Exclusions:

In addition to the hire of the room security will be charged based on your final numbers. Additional items are purchasable, and these are:

- Table linen, napkins, cutlery, crockery, and glassware.
- Staff and cleaners.
- Cleaners to maintain the room.
- Use of the bar area or our bar with staff to operate.
- £300.00 +VAT charge for a concession manager on-site will apply if you are bringing your own caterer. This charge covers 2 hours pre-event inspection and 6 hours live operational supervision. Any additional hours will be charged £35.00 +VAT per hour.





Bring Your Own Caterers

If you would like to bring your own caterer, we are able to offer “Dry Hire” of the rooms in the venue on weekends only.

This process is subject to restrictions on rooms and specific requirements from yourselves and your caterer.

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):

- 175 Suite
- England Club
- Duchy Suite
- Ashes Suite
- India Room
- Jardine Suite (kitchenette only)
- Corinthian Roof Terrace (no kitchen – end time 19:00)
- Sylvester's Bar
- Long Room



Access

Changing Places Facility:

For those who need extra equipment and space to allow them to use the toilets safely and comfortably we have a Changing Places facility located on the 1st floor of the JM Finn stand.

Deaf or Hard of Hearing Guests:

Induction loops can be temporarily installed in all rooms free of charge at the prior request of the event organiser; induction loops are also installed at all receptions and security areas which can be accessed by switching a hearing aid to M or T.

Those with Ambulant disabilities:

Conference parking for Blue badge holders is available, please contact your event coordinator to book this in.

Accessible toilet facilities are available throughout the ground with the majority requiring a RADAR key. If you are not in possession of such a key, then contact the nearest reception who will source one for you immediately.

Emergency cords are situated in all accessible toilets.

Additional Information:

95% of all internal areas are wheelchair friendly

Should you have any queries regarding access then please contact our Accessibility Liaison Officer, Theresa Peters, on tpeters@surreycricket.com for further information.