PRIVATE EVENING HIRE

Hire Oxford Castle Unlocked to host your event and your guests will be able to experience breathtaking 360° views of Oxford from the top of St George's Tower, visit the 900 year old candlelit crypt and explore the cells used by prisoners from 1071 until the prison's closure in 1996. Our venue can accommodate 200 people.



The Crypt

For something totally unique why not host your drinks & canapé reception amongst the 900 year old stone carvings of our underground candlelit crypt?

UNLOCKED

This atmospheric space can accommodate up to 50 people for a drinks and canapé reception or evening buffet.



Prison D-Wing

Here your quests will be able to experience the austere confines of the 800 year old Prison D-wing.

This versatile space is suitable for music and theatre events and can hold up to 100 guests standing and 30 seated.



Private Tours

Why not treat your guests to a tour of Oxford Castle Unlocked?

Our costumed guides will take you on a fully guided tour including a trip up St George's Tower and a visit to the Crypt. Spooky Tours are also available upon request.



Murder Mystery Evenings

Our cast of sinister convicts will keep your guests on their toes as they work their way through the dark arches and winding prison corridors down to the nine-hundred year old crypt.

Collecting clues and interrogating inmates will require cooperation and creativity, as well as a steely resolve in the face of fear.



Evening Hire and Ghost Hunts Price

From 5.30pm to midnight – £100 per hour** After midnight – £150 per hour

** Minimum 3 hour hire, excludes 31st October

Private Tours

£10 per person

Murder Mystery Evenings

£35 per person (Includes 2 glasses of house wine) £39.95 per person (Includes dinner at The Big Bang restaurant, and 2 glasses of house wine during the Murder Mystery)

THE KEY MEETING ROOM

The Key at Oxford Castle is a state of the art facility built to cater for meetings, educational workshops and lectures. It is located next to Oxford Castle Unlocked (in the Oxford Castle Quarter), Café 1071, and the Malmaison Hotel on the Castle Yard complex in central Oxford.



The Key can accommodate

UNLOCKED

100 Standing

60 Theatre Style

20 Classroom Style

24 Boardroom Style

22 U Shape

24 Cabaret Style



Facilities (included in room hire rate)

Ceiling mounted projector
Portable projector, stand and Screen
Wi-Fi
Flip Chart & Pens
4 desktop PCs with internet access
DVD Player
Fax, photocopy and postal services*



Room

Width 6.9m, Length 10.38m, Height 2.5m
Full disabled access
Infra red hearing induction loop (2 headsets)
Toilets - private facilities
Natural lighting
4 double electrical sockets
Climate control



Daytime Hire Price 9.30am - 5.30pm - £35 per hour

Additional Hours

Before 9.30am after 5.30pm - £50 per hour

* Charges apply

CATERING

Meeting Refreshments

Tea and Coffee

With biscuits £2.25 per serving With cakes £2.75 per serving

Bottled Water

1 litre bottle £2.50 ½ litre bottle £1.50

Fresh Fruit Juice

1 litre Jug £2.95

Fruit Bowl

10 portions £5.50

Breakfast

Croissant, jam and butter, fruit, 4.95 per person fruit juice and tea or coffee

Light Lunch

Lunch

A selection of sandwiches and crisps £7 per person served with a selection of cakes and pastries

Evening

Evening Finger Buffet

A selection of luxury sandwiches and wraps, assorted mini nibbles, a desert platter, English & Continental cheese board and a fruit platter

£13.00 per person

Canapé Reception

Standard Canapé Reception

5 Canapés and 1 glass of house wine £9.00 per person

Deluxe Canapé Reception

8 Canapés and 2 glasses of house wine £14.00 per person

Drinks

Champagne Upgrade

Upgrade your wine to Champagne £3.50 per person

Wine From £14.00 per bottle

Beer From £3.25 per bottle

Soft Drinks From £2.00 per bottle



^{*}Catering should be pre-ordered at least 7 days in advance of your event

TERMS AND CONDITIONS

Booking

- A 20% deposit will be required for all bookings, and this is payable on the return of your signed Provisional Hire documents. We cannot confirm your booking until we have received your deposit.
- 2. All bookings remain provisional until a signed copy of the Event Contract has been returned to the group bookings office and the deposit has been received.
- 3. Once a signed copy of the Event Contract and the deposit has been received by the group bookings office, confirmation is sent out electronically via email.
- 4. All provisional bookings will be released 7 days prior to the arrival date.
- 5. To amend your booking please call 0845 070 6255 or email groups@continuum-group.com. Oxford Castle reserves the right to charge for any amendments made within the 7 day period prior to arrival.

Payment

- 1. A deposit must be made for all events at Oxford Castle. The deposit will be required upon booking.
- 2. Full payment will be required in advance of your event. Failure to pay your outstanding balance will result in us releasing your booking 7 days before your expected arrival date.
- 3. Arrangements can be made to invoice for the outstanding balance. All invoices must be paid within 30 days of the invoice date. Failure to do so may result in full pre-payment being required on future visits.
- 4. Cheques must be made payable to Heritage Projects (Oxford Castle) Ltd and sent to Continuum, St Edmund's House, Margaret Street, York, YO10 4UX
- 5. Payments by cash should be made directly to a member of Oxford Castle staff at the attraction and should not be sent via post. Oxford Castle will not be responsible for any monies lost that have been sent via the postal service.
- 6. Payment by credit card should be made by calling the bookings office on 0845 070 6255.
- 7. All cancellations made before the 7 day deadline will receive a full refund, less the deposit. Oxford Castle retains absolute discretion as to whether late cancellations will be charged. Standard fees for late cancellation are 100% of the deposit.

Visiting

- We ask all attendees to arrive at the admissions desk at least 10 minutes before their scheduled tour time. Oxford Castle reserves the right to refuse entry to any group arriving after their scheduled tour time. Oxford Castle retains absolute discretion as to whether late arriving groups / people will be charged for their tour. Standard fees for late arrival will be 100% of the booking.
- 2. All our tours have 16 spaces. If your group is less than 16 people we may let other people join your tour. The only way to ensure a private tour is to pay for all available 16 spaces.
- 3. Any groups wishing to bring a translator will be required to book a private tour.
- 4. Groups arriving with less people than originally booked will be charged for all pre-ordered tickets.

Access

The main entrance, Café 1071 and The Key are all fully accessible. All floors of the Prison Wing are accessible by lift. Regrettably, due to the historic nature of the site there is restricted access to St George's Tower and the Mound. High quality audio visual links are provided to ensure that the enjoyment of your visit is assured.

Oxford Castle Unlocked: 44-46 Oxford Castle, Oxford, OX1 1AY www.oxfordcastleunlocked.co.uk
Bookings & Information: T: +44 (0) 845 070 6255 E: groups@continuum-group.com



OXFORD CASTLE UN	LOCKED BOOKING	FORM	
Contact Details			
Please complete your contact details below		_	_
<u>Name</u>			
Company Address 1 Address 2			
<u>Town</u>			
Postcode			
County Country			
<u>Telephone</u>			
<u>Fax</u>		_	
E-mail			
Requirements			
Please tick any events you wish to book		_	_
The Key Meeting Room	_	Evening Guided Tours	
Private Evening Hire		Evening Spooky Tours	_
Daytime Tours		Ghost Hunt	_
Refreshments / Catering			
Group Details			
Please indicate the number of people attended	dina vour event		
Adults			_
Concessions			
Booking Details			
Please provide us with information relating	to your proposed event		
Date of Event			_
Arrival Time for Set-up	-		
Guest Arrival Time			
Departure Time			
Name for Welcome Board	-		
rame for welcome Board			
Room Layout			
Please choose how you would like the meet	ting room to he set up		
Theatre	The room to be set up		_
<u>Boardroom</u>			
U-shape	-		
Classroom	_	-	
Cabaret	_	-	
Other	-		
<u>Other</u>			
Equipment			
Please tell us what equipment you'd like to	he made available for your meeting		
Laptop	be made available for your meeting		
Flip Chart and Pens (2 available)	-		
	-		
Portable projector, stand & screen	-		
Wi Fi access	-		
DVD Player	-		
PC's (4 available)			

	catering you require		
Tea and Coffee (with biscuits)	(Qty) Servings	at	(Time) am/pm & (Time) am/pm
	(Qty) Servings	at	(Time) am/pm & (Time) am/pm
Tea and Coffee (with cakes)	(Qty) Servings	at	(Time) am/pm & (Time) am/pm
	(Qty) Servings	at	(Time) am/pm & (Time) am/pm
<u>Fruit Juice</u>	(Qty) Jugs	<u>at</u>	(Time) am/pm & (Time) am/pm
<u> Bottled Water - Still</u>	1L (Otv) Bottles		1/2L (Otv) Bottles
Bottled Water - Sparkling	1L (Qty) Bottles		1/2L (Oty) Bottles
<u>Fruit Bowl</u>	(Qty) Bowls	at	(Time) am/pm & (Time) am/pm
<u>Breakfast</u>	(Qty) Servings	at	(Time) am
<u>Lunch</u>	(Qty) Servings	at	(Time) am
Evening Finger Buffet	(Qty) Servings	at	(Time) pm
<u>Canapés</u>	(Qty) Servings	at	(Time) am/pm
Drinks			

Please return to:

Continuum, St Edmund's House, Margaret Street, York, YO10 4UX Email: groups@continuum-group.com Fax: +44 (0) 1904 527701