

THE SQUARE TOWER

Things you should know about using the Tower:

OPERATING HOURS

Events can only take place between 9.00 a.m. and 10.00pm, after this many parties and functions then go to Wellington pub (this is virtually next door) which can stay open much later (until 1.00 a.m.)

Events should therefore finish at 10.00 and guests should leave by 10.30. Singers DJs and the like should leave by 11.00.

When leaving please ask you guests to leave quietly.

The Roof Terrace (and upper floor) is only available daytime (**until 6.00pm**)

CAPACITIES

The upstairs can accommodate 80, the downstairs 100.

For a sit-down meal the main room downstairs can comfortably accommodate 70

For all events we recommend not having more **100** guests

CATERING

If you are holding an event that involves caterers bringing in food or if you are doing this yourself, you should be aware of the following points:

- This facility is only available if you have obtained our prior consent.
- We would wish to have a site meeting with your caterers if they are not known to us prior to you making your final booking.
- There are only minimal facilities for food preparation on site.
- The electrical supply is insufficient to power many ovens heating equipment that your caterers may wish to bring in.
- We have no catering rubbish collection; so you will either need to arrange for all to be collected or make an arrangement with us for us to take it away for you when your event finishes.
- If you are not using one of our approved caterers there is a £100 fully refundable deposit to ensure that your waste is removed from the building and not tipped outside.
- We have some vintage china which you can hire if you wish, other than that crockery etc will need to be brought in and taken away.

ACCESSABILITY

There is ramp access to the downstairs of the building through the cream coloured double doors nearest to Broad St. If these doors are shut and you need access, please knock LOUDLY on these or any other doors.

Upstairs there is ramped access to the Tower by the ramp by Nelson's statue by Grand Parade along the seawalls. The internal stairs are steep; anyone who finds stairs difficult is recommended to use the stairs on the outside of the building.

Toilets:

Unfortunately there are two steps down to the Tower's toilets; this renders the Tower's toilets as inaccessible to wheelchair users. We have installed two hand rails here to help people who find stairs difficult. For those who need a fully accessible toilet, there is a public accessible toilet between the Square Tower and the Round Tower. This is operated with a key; if you do not have your own, please ask us as we have one you may borrow.

Roof Terrace

The stairs to the roof terrace are steep; please take special care when using them. Sadly the Roof Terrace is not accessible to people who need to use wheel chairs.

SAFETY

The Square Tower has a number of hazards that we would like to bring to your attention:

Steep stairs; the stairs in the Tower are steep and potentially hazardous. Great care is needed on these stairs (please let your guests know this). If you have anyone in your party who is infirm, partially sighted or very young, please tell us beforehand and make special arrangements to look after them or ask for our help if it's needed. There are external stairs that are much less steep, which you can use as an alternative. In the evening we encourage you not to make use of the upstairs and not to use the stairs at all. Young children should be accompanied on the stairs at all times

In extreme weather the certain sections of the Tower, particularly the area by the toilets can become wet and slippery; please take special care if this is the case.

Uneven flooring; certain areas of the Tower have uneven flooring and trip-hazards; please bear this in mind.

On the roof terrace please do not climb or sit on the parapets.

Some people bring in candles; please don't put these in areas which could cause fires, or where guest's clothing/hair to catch fire, or where young children may be able to touch them...

ALCOHOL

The Square Tower holds a licence for the sale of alcohol until 10.00pm. Only alcohol/soft drinks provided by us can be consumed in the Square Tower.

If you want to bring in your own alcoholic drinks, we do offer what we hope is a reasonable corkage rate: £5.00 per 70cl bottles of table wine and £7.50 for 70cl bottles of sparkling wines

No drinks may be taken outside the Tower. You may take your drinks onto the Roof Terrace if you wish, but please only use plastic glasses.

We reserve the right to refuse to sell/serve alcohol to anyone.

SMOKING

The designated smoking area is downstairs immediately outside the building through the sea-gates (there are benches, it's under cover and there's a beautiful sea view!).

You may smoke on the Roof Terrace if you wish.

MUSIC

If you are bringing in your own music for a wedding, funeral or a private party we have two professional active speakers – you can bring your music on any of the following formats: CD, memory stick, external hard drive, mp3 player, iPods/phones etc. We have a laptop for playing CDs and memory sticks, and a lead that connects the speaker to any device with a standard jack (i.e. iPhone/Pad/Pod MP3 player). During your ceremony we are happy to play your music for you if you wish. If playing your music relies on a wifi internet connection, please be wary; although there is wifi in the Tower, it does occasionally malfunction...

Other than for the above events, if you are going to have members of the public (other than friends and family and any people you've brought in to support your function (such as caterers/DJs/waiting staff etc.)) then you will also need pay for a PRS licence for the event. This costs us slightly more than £10.00, so for the sake of simplicity the charge to you for this is £10.00. This is the case whether you charge for admission or not and includes charitable events and corporate events. It covers all events where music is performed or recorded music is played.

FACILITIES

The Square Tower has the following facilities for you to use:

- Toilets; two separate WCs, plus a gent's.
- Two active speakers
- A laptop and projector*
- 19 trestle tables (6ft x 2ft 6ins) 80 chairs upstairs 100 downstairs.
- There is a stage platform that can be used for performance artists in the main hall downstairs. In total we have 9 sections of staging, each measuring 1x2 metres, they are approximately half a metre high and there are two sets of steps. There are various configurations in which these can be used. *
- A large collection of flags to fly from our two flag-poles (weather permitting).
- Lectern and microphone (most people do not need this – the acoustics are very good)
- Vintage China *
- Chair covers with sashes/Backdrops/Table coverings/Photo-booth *
- Extra staff to support your event *

* = There is a charge for these services

MISCELLANEOUS

ACCESS: If the main doors to the Tower are shut please knock very loudly for access (we often don't hear people trying to get in...). You may also phone us (07519505785) but please be aware that the walls to the Tower are up to 17ft/5mtrs thick and as a consequence signal is at best intermittent in the Tower!).

WIFI: We have wifi in the building.

SETTING-UP AND GETTING OUT: With each booking you will have an hour for get-in and decorating and an hour to take down your decorations/get-out. There is no charge for this. If you need more time than this please contact us.

PARKING

There is dedicated parking at the Square Tower, but at most times there is sufficient on-road parking nearby. There is pay and display immediately outside the Tower (which currently is free after 6.00pm) and two hour's free parking on the residents' parking areas nearby the Tower. In addition at most weekends the University Car Park at the end of the High St (across the roundabout) for £2.00 all day.

DECORATING THE TOWER: The Tower is a Scheduled Ancient Monument and therefore no holes may be made in walls etc may be made and no alterations may be made to the fabric of the building. But if you speak to us we can usually find ways to help you hang bunting, put up decorations etc.

STORAGE: We only have minimal storage space; we will have to dispose of any items left at the Tower within two weeks, unless you've made specific arrangements with us.

LAYOUT: If you would like floor plans to help you plan your event they are available on our website

http://www.squaretower.co.uk/square_tower_portsmouth_wedding_documents.html

CONFETTI: Please only use biodegradable confetti and avoid using when the ground is wet (it sticks to the paved areas and is very difficult to remove) or when conditions are very windy (it ends up in our neighbours' forecourts etc). In those conditions you are welcome to throw your confetti inside the Tower.

CHAIR COVERS ETC: Not only can we do chair covers, but we can provide many other types of decoration for your wedding or event; please ask us for further details. **Unless you have informed us and got our agreement**, no other provider may be used to provide these services.

PAYMENTS/BOOKINGS: We do not have the facilities to take card payments. The bar is cash only (there is a free cash machine at the Co-op 200 yards away opposite the cathedral).

In order to make a provisional booking, please fill out a booking form and get it back to us. Once we have accepted this you have a provisional booking. We will keep your provisional booking for 30 days from accepting it.

For payment for hire charges etc. we can take cash/cheque/electronic transfer. To secure a booking there's a **50% non-refundable deposit**, the remainder is due one month before your event.

MINIMUM HIRE: If you are hiring the Tower by the hour (as opposed to a ceremony/wedding booking), there is a minimum hire of **three** hours.