



Multicultural *Celebrations*

The OEC venue has the perfect event facilities to host your celebration. Our stunning flexible suites accommodate up to 500 guests with seating for up to 430. With premium facilities and a commitment to exceptional service, the OEC ensures that every detail of your event is handled with care.

In partnership with Caribbean Q'uisine

We are proud to work exclusively with Caribbean Q'uisine; a Sheffield-based catering company specialising in traditional Caribbean catering.

Caribbean Q'uisine bring the vibrant flavours of the Caribbean straight to your event, offering a wide selection of authentic dishes crafted from fresh, high-quality ingredients.

For pricing and menu options please reach out to Caribbean Q'uisine directly.

☎ **Sonia Jones** 07990 906 787

☎ **Marilyn King** 07956 637 445

☎ **Mark Dennis** 07832 241 995

T: 0114 232 0266 E: events@oecsheffield.co.uk

www.oecsheffield.co.uk

The OEC . Penistone Road . Sheffield . S6 2DE





Self-Catering Room Hire Package

Private Room Hire

Exclusive hire of the Rivelin Suite for up to 6 hours.

Private Bar*

A fully stocked private bar with draught. Bar staff included.

Full Kitchen Access

Fully equipped kitchen for the caterer to heat and serve.

Buffet Crockery and Cutlery

Plates and cutlery provided for all guests.

Hire Of Tables and Chairs

Banquet tables and chairs will be provided in your desired layout.

White or Black Table Linen

Choose from white or black to compliment your theme.

Stage

A dedicated stage area available.

Dancefloor

A black and white check dancefloor available.

2.4m Screen and HD Projector

Projection screen available in the suite.

400+ Free Car Parking Spaces

Complimentary parking to accommodate all guests.

Sunday - Thursday £3,500

Friday - Saturday £6,000

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Private Bar*
£250 minimum spend applies.



Venue Guidelines & Policies

Confirming your Booking

To secure your preferred date, a £500 deposit is required at the time of booking. The remaining balance must be paid 14 days prior to your event. Payments to be made directly to the OEC. Please ensure Caribbean Quisine are available to provide the catering prior to confirming your booking with the OEC. You must arrange the catering directly with them and they must be on site for the duration of the event to manage the catering.

Corkage Fee

You are welcome to bring your own beverages on site. A fixed fee of £2,500 allows for an unlimited amount of alcohol or soft drinks. This covers the use of glassware, ice-buckets and clearing service.

Access

Access will be available 2 hours before arrival. Earlier access will incur a supplement.

Entertainment

You are welcome to provide your own entertainment, however we require a copy of the companies public liability insurance and PAT certificate at least 5 days before the event date.

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