



THE
PORTMAN
ESTATE

Portman Square Garden, London W1 Event Plan Booklet

Introduction

We are pleased to be able to assist you with your event enquiry and hope that the following information will provide a useful guideline to ensure your event is a success.

Portman Square is a private garden square of approximately 1 hectare (2.47 acres) which was originally laid out circa 1780 and was completely re-landscaped in the early 1900's which resulted in the form we see today with informal winding paths between the entrance gates and across the central lawn. There are many notable mature London Planes grown over varied trees and shrubs. Many of the Plane trees appear to date from 1780.

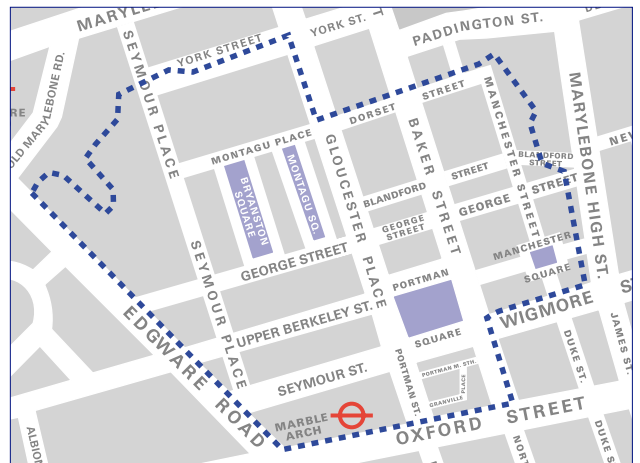
Railings and gates were erected in 1882-1886 but the railings were removed in 1942 as part of the war effort. They were restored in 1972. The original gates remain, with some fine examples of overthrow lanterns, and in 1985 a tennis court was built.

A recent major rejuvenation of the Garden took place in 2005 which has dramatically improved the beauty of the Garden even further including vastly improved plantings and lawn areas, new hard surface paths, new irrigation system, new play area, tree works, lighting and event power supply.

The Garden provides an exclusive and tranquil environment nestled among trees, sculpted garden island beds and green lawn. It is ideally suited for the hosting of outdoor private garden events with very good transport links whilst also providing rare exclusiveness and privacy only minutes away from the hustle of busy Oxford Street within the heart of Central London's busy West End. A plan of the garden can be provided on request.

We hope our private garden square meets the individual criteria of your event requirements and we welcome your feedback and comments in order to improve our already fantastic garden even further.

Please note that whilst every effort has been made to confirm the information provided in this booklet is correct, at the time of printing the Portman Estate takes no responsibility for inclusion, exclusion, omission or errors. Inclusion does not represent recommendation, suitability, reliability or adequate performance of service.





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ESTATE

Useful Event Hire Information

Bookings

All bookings are to be made through the Portman Estate where we can assist you with your enquiry and availability of dates. Details and the purpose of the event are required on booking to allow us to ascertain the suitability of Portman Square Garden, which is payable after a provisional booking has been made.

On confirmation of the event proceeding, Licence for Use will be prepared for the event detailing the conditions of use and any restrictions that may apply. This licence is required to be signed by the Licensee and returned to the Portman estate, prior to the event, with the full licence fee.

Additionally, a contact and telephone list of all suppliers used for the event is required to be supplied to the Portman Estate, if requested.

Deposit

A deposit is required to be paid prior to the event, being a minimum of £650 or 30% of the total event hire fee, whichever is the greater. The deposit will be refunded at the end of the event, subject to the garden being left in the same condition that existed prior to the event, all rubbish is removed, there is no damage to plantings, lawn, gates, railings or any other fixture or fitting of the garden and all keys are returned. Compliance with all requirements of the Licence for Use must be met for the deposit to be refunded in full.

Portman Square Garden Event Enquiries

Please contact:
The Portman Estate 38 Seymour
Street LONDON W1H 7BP Tel:
020 7563 1400
www.portmanestate.co.uk

Vehicle Access

There is to be no vehicle access into the garden unless arranged prior to the event with the Portman Estate. Delivery vehicles may only be permitted access as far as the immediate paved area inside of the north gate to allow loading and unloading of equipment necessary for the event to occur.

Vehicles are not to travel on the grass or the paths elsewhere in the garden and access is through the north gate only. All vehicular access must be arranged prior with the Portman Estate and personnel are to be made available to guide any vehicle entering and leaving the garden so that they do not hit the gates or the posts on either side of the North Gate. General car parking within the garden is not permitted.

Please contact Westminster City Council well in advance regarding any parking bay suspensions and parking reservations that may be require. Tel: 020 7641 6000.



THE
PORTMAN
ESTATE

Toilets and Rubbish

We recommend the hiring of portable temporary toilets for guest use as there are no permanent toilet facilities in the garden. All litter and rubbish due to the event must be removed from the garden at the expense of the Licensee. Portable toilets and rubbish skips can only be placed in the immediate areas inside the North Gate and nowhere else within the garden without permission from the Portman Estate.

Access, Security and Gates

We suggest that event organisers holding an event for invited guests use security at two entrances with the main gate to the north to be used for vehicular delivery access only, with security based both there and also at a smaller pedestrian access gate. Security placed at other gates can assist in directing guests to the primary access point.

Residents and authorised key holders will still have unrestricted access to the Garden during an Event but may have access limited to the actual functions and marquees.

Marquees

All marquees and temporary structures must be of an approved size and design which compliment the overall amenity of the Garden. Temporary marquees may be placed along the north axis of the garden and/or may be placed over the tennis court under certain circumstances if approved by the Portman Estate. However, the tennis court must be immediately reinstated to the condition that existed prior to the event as per the licence agreement. Marquees and gazebos may also be placed elsewhere in the garden if prior permission is granted by the Portman Estate.

Please also contact Westminster Council well in advance to discuss any temporary structure licensing, if required. Tel: 020 7641 6000

Public Transport

The closest underground train stations are Bond Street, Marble Arch and Baker Street. Baker Street has access to the Jubilee, Bakerloo, Hammersmith/City, Circle and Metropolitan Lines. Bond Street has access to the Central Line and Jubilee Line whilst Marble Arch has access to the Central line. London Paddington Station and Marylebone Station are also located nearby with Paddington providing express access to Heathrow Airport. Numerous buses provide access from Oxford Street, Baker Street and Gloucester Place.

www.tfl.gov.uk

Hire Charges

Hire Fees for Portman Square Garden are £2,500 per day for all build, setup, event and dismantling days, or £1,250 per half day.

Off peak months of February, March, April, October and November are negotiable with up to 50% off the above rates.

Negotiable hourly rates exist for smaller usage periods, photography and filming.



THE
PORTMAN
ESTATE

Water Points, Lighting and Electricity

Water points are available by contacting the Portman Estate. Portable generators and portable lighting are currently required, if needed, for the event as a suitable electricity supply is currently not available. However, a power supply suitable for some events, without associate outlets, is planned to be available in the near future.

Insurance

All events are to carry their own insurance and the licensee is responsible for any injuries, accidents, or any damage to the garden during the licence period.

The licensee is to have adequate insurance to cover the event and the licensee is responsible for all insurance damages, third party or litigious claims, or any other damages or claims during the event period.

Tennis Court

The tennis court may be booked for tennis use during the event, subject to availability, with prior arrangement made well in advance through the PTC Gym at the Radisson SAS Portman Hotel. Separate payment is required to be made to the gym for the use of the tennis court.

Please contact the PTC Gym well in advance to discuss tennis court bookings and use during the event period on Tel: 020 7208 6220.

Noise

All noise is to cease by 10 pm in the evening with all audible noise facing away from the North and East corners of Portman Square where residential buildings are located. All audible noise is to be at an acceptable level.

To check acceptable noise levels please contact Westminster City Council on Tel: 020 7641 6000.

We also recommend prior notification being given to the Marylebone Police Station at 1-9 Seymour Street (Tel: 020 7486 1212) if any questionable noise levels are expected due to the event.

Special Licensing

All licensing, permissions, approvals and notifications relevant for the event to occur are the responsibility of the Licensee. Please contact Westminster for further details.

As Portman Square is a private garden it has different legislative restrictions compared to public open spaces, which is to the benefit of private event holders. It is not a public open space and as such is not required to meet public entertainment licensing requirements. Additionally private gardens do not usually require special licensing for the serving of food or alcoholic beverages to invited guests. However, the sale of alcoholic items, including ticket sales, requires alcohol licensing. Sale of small goods and food is allowed during a temporary event as long as hygiene and other legal requirements are met.



THE PORTMAN ESTATE

Please contact Westminster City Council well in advance on their main switchboard with enquiries regarding the above on Tel: 020 7641 6000. Another useful number regarding licensing for the sale of alcohol for special occasions is the Alcohol Licensing Office Tel: 020 7805 1171.

Event Restrictions

- All audible noise is to cease by 10 pm
- All audible noise is to be at an acceptable level
- No vehicle access beyond the north gate entrance
- General car parking is not permitted within the garden
- No fireworks or fires
- All litter is to be removed from the garden by the users
- No dogs or ball games
- No usage is permitted that may damage any part of the garden
- No signage or notices are to be displayed
- No activities to take place that breach any statutory requirements
- There is to be no disorderly conduct or anti social behaviour

Useful Contact Details

Westminster City Council regarding any permissions, approvals, licensing, parking bay suspensions, car parking, noise restrictions or any other relevant City Council matters regarding the event.
Tel: 020 7641 6000

The following listings are only a guide and inclusion does not represent recommendation or suitability. We strongly suggest you undertake your own research and web searches to find companies that will best meet your individual requirements and costings.

A very useful UK Event Directory website to begin your enquiries, containing many helpful event related links and contacts is: www.countyfetes.co.uk

Car Parking

Secure Car Parking is available at the Masterpark car park on Gloucester Place next to the Radisson SAS Portman Hotel on the corner of Portman Square Garden, or at other locations as shown on the map below. General car parking is not permitted within the garden. Please contact Masterpark, Tel: 0800 243348 for more details





THE PORTMAN ESTATE

Event Organisers

The following is a list of companies which can assist in meeting your individual event requirements.

Located in Portman Square:

Churchill Hotel Tel: 020 7486 5800
Radisson SAS Portman Tel: 020 7208 6000
Home House Tel: 7670 2000

Caterers

The following is a list of caterers:

Located in Portman Square

Churchill Hotel Tel: 020 7486 5800
Radisson SAS Portman Tel: 020 7208 6000
Home House Tel: 020 7670 2000

Marquees

The following is a list of event, marquee and gazebo specialists:

Complete Events Tel: 01635 202466 www.completeevents.co.uk
Tents Direct Tel: 01285 641401 www.carnival-marquees.co.uk

Music Entertainment

Jazz Funk and Soul Music

The All Stars Tel: 07957 488 3155 www.theallstars.co.uk

Toilets

The following is a list of companies who deal with the hire of portable toilets.

Andy Loos Tel: 01905 345 821 www.andyloos.co.uk
Davlav Tel: 07000 328 528
HSS Hire Services Tel: 0845 728 2828 www.hss.co.uk

Portable Generators, Lighting and Equipment

HSS Hire Services Tel: 0845 728 2828 www.hss.co.uk
Small Sparks Tel: 01580 714713 www.smallsparks.com
Ian Webb Engineering Tel: 01296 7771000 www.ianwebbengineering.co.uk



THE
PORTMAN
ESTATE

Security

A useful security net directory:

UK Security www.uksecuritydirectory.info

Rubbish Removal

A useful skip hire directory:

UK Skip Hire www.ukskips.com

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