

Wedding Receptions



Portchester Community Centre

Where everybody is welcome

Portchester Community Centre is situated in the centre of Portchester surrounded by green open space. There has been a Community Centre on this site since the 1960s, with the current building being completed in 2012.

We are extremely proud of our modern, bright and adaptable facilities which can cater for a large variety of purposes. With 5 different halls to choose from, kitchen facilities, ample free parking and our lovely courtyard garden, we will have the perfect space for you. We also have a large timetable of regular classes, clubs and groups which run all year round giving somewhere for the community to meet, make friends and socialise.



PORTCHESTER
COMMUNITY CENTRE

Wedding Packages

Tailored to suit your needs

At Portchester Community Centre we have a standard wedding package and then the option to add extras which may help make your special day go exactly how you pictured it.

We offer you exclusive use of the east side of the Centre, incorporating our Main Hall, Garden Room extension and Park Room. This allows you a maximum of 200 guests. Access will be available to you from 9am on the day of the booking right through until 12 midnight. This allows you enough time for setting up and packing away at the end of the night. Tables and chairs will be included with your

room hire & there will be a member of our team on hand throughout the day.

Smaller wedding? No problem, we have smaller rooms available and can offer you an hourly rate.



Optional Extra's

It's the little things

To ensure some of the stress is taken out of organising your big day, we have some optional extras available to hire which will be ready on site when you arrive to set up.

- White Chair covers
- White Table Cloths
- Coloured Sashes
- Drapes
- Sweet Cart – fully stocked by our team with a choice of 2 different themed draping

We can add these onto your booking anything up to 30 days prior to the booking.



The tables supplied with the halls are 6ft trestle tables. Should you wish to have round tables for your day, then you will need to hire these in from outside suppliers.



Food & Alcohol

Outside Suppliers

We have catering partners or you are welcome to bring in your own caterers. We will require copies of valid food hygiene certificates for any outside companies which they should be able to provide for you on request.

Alcohol is allowed at events here at Portchester Community Centre if they are **not being sold**, for example if you wish to provide your guests with free drinks or are asking them to bring their own. If you wish to employ a mobile bar to **sell drinks** to your guests, then you will need to apply for a license to sell alcohol, known as a Temporary Events Notice or TEN, from Fareham Borough Council. Your bar company will assist you with this.

We will also require public liability certificates from all outside suppliers, entertainers and decorators.



Price List

Correct from April 2018

Basic Wedding Package £650.00

09.00-00.00 (includes set up and pack away time)

Extra Hours £50.00 per hour

Chair Covers (up to 100) £0.60 each

White Table Cloths £3.50 each

Chair Sashes (limited colours & availability) £0.60 each

Drapes £180.00

Sweet Cart £150.00

stocked with 6 different types of sweets plus paper bags





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