



WAKE HIRE BROCHURE

Why Rowheath Pavilion?

Here at Rowheath Pavilion, our Terrace Room is the perfect place to celebrate the life of your loved one.

With the opportunity for external/self catering, access to a fully stocked and staffed bar and gorgeous grounds, Rowheath Pavilion is a 6 minute drive from Lodge Hill Cemetery & Crematorium with free on site parking for 120 cars. Our Terrace Room is fully accessible and we have a Changing Places toilet on site ready for use.

All tables and chairs are included with your hire and our staff will set the room up before your arrival based on a layout discussed with the Bookings Administrator beforehand. You are able to make use of our PA system, projectors and screens and microphone if needed.



A decorative border featuring black line art of various flowers and leaves, including a large daisy-like flower on the left, a tulip-like flower at the top, and a large flower on the right.

ABOUT THE **HIRE**

Access Times

- Your hire time is inclusive of your set up and pack down.
- You must be ready to leave the room by the end of your hired slot. Staff need adequate time to clear the room and set up for any hirers that may be in after you.

License Times

- The bar closes at 10.00pm. Last orders are at 9.45pm.
- Entertainment can continue until 10.15pm. At this time the lights will be switched on and your pack down will commence. We ask all guests to leave the site by 11pm.

Other things to know

- The green space is open to the public. We are unable to cordon off areas for your function.
- The Café and/or Bar will be in operation during your event and the general public will be using these facilities, as well as the public toilets on site.
- There is a cross in the room which cannot be moved or covered by decoration.

Things to consider

- If you are dropping off items before your hire period (as confirmed with the Administrator) you must confirm these with the Administrator prior to the day.
- We are unable to provide tablecloths so please make alternate arrangements. Please let the Administrator know how many tablecloths you have hired.
- Please make arrangements for any decorations, table pieces or memorial items to be laid out by members of your party.



FOOD & DRINK

Catering

- You are permitted to bring your own food or caterer of your choice as we do not offer this in house.
- We require any external caterers to hold Public Liability Insurance and sign a kitchen terms of use form to access the facilities on site.
- The terms and conditions of booking release Rowheath Pavilion from liability for food and food hygiene.
- **We do not provide cutlery, crockery, or linens.**
- If you are hiring cutlery and crockery, please make arrangements to remove this at the end of your hire time.
- Please make arrangements for your own waiting staff or consider who will be responsible for removal of food debris from guest/buffet tables at the end of the event.
- Bin bags can be provided, please ask the bar staff.
- The kitchen is not designed for food preparation. Any kitchen utensils and baking trays must be provided by the hirer or catering company.

Drinks/Bar

- **We must provide all alcoholic and soft drinks at your event - we do not offer a corkage option.**
- For security purposes, the bar hatch will remain open.
- A self-service hot drinks station is available to pre-order at a cost of £1.50 per head. Alternatively, you are welcome to bring your own hot drinks facilities and we can provide a hot water urn free of charge.

Room Capacity

- Wakes in Winter (Oct - Mar) can accommodate **160 guests** (dependent on the style of layout and other features).
- Wakes in Summer (Apr - Sep) can accommodate up to **180 guests** as they can spill out onto the patio.
- We can seat a maximum of **130 people**.

Decorations

- **Use of additional fixings such as tape, blue tac, pins, command hooks etc. are not permitted.**
- Hooks feature on every pillar - please ask for these to be pointed out at viewing.
- Candles, any sort of confetti and drapery are not permitted. LED candles are acceptable.
- Please make arrangements to remove all decorations at the end of the hire time. Room Dressers must return on the same day/evening to collect equipment.

Furniture

- All furniture is included in your hire of the Terrace Room.
- We use 5ft rounds for guest tables with a max of 8 seats at each.
- We also have 6ft x 2ft and 4ft x 2ft trestle tables available for window seating or other aspects of the wake such as memorial tables. 2ft square tables are available for buffets.
- We do not have furniture for the patio. There may be some picnic benches available however this cannot guarantee this.
- Please find attached an example room layout - this can be tailored specifically for your needs.

Entertainment

- DJs and live bands are permitted (small set-ups only).
- We require copies of their Public Liability Insurance, all equipment must be PAT tested.
- The PA system is available for use during your hire. You must provide your own device that is compatible with an AUX cord or have a Bluetooth connection.

Toilets

- Toilets are located in the main public entrance to the building through the green doors.
- There are two baby change units, one in the ladies toilet and another in the disabled toilet.



HOW TO BOOK



- Booking requests are to be made via email **info@rowheathpavilion.co.uk** or via phone **01214581711**.
- We can provisionally hold a date for **1 week**.
- After this time to confirm the date, we require a **damage deposit* of £150.00** along with a booking form and the hire fee.
- Upon receiving the booking form, an invoice will be sent to the email address supplied.
- ***The damage deposit is returnable via BACS provided all terms and conditions have been met, within 4 weeks of the wake.**

What's Included

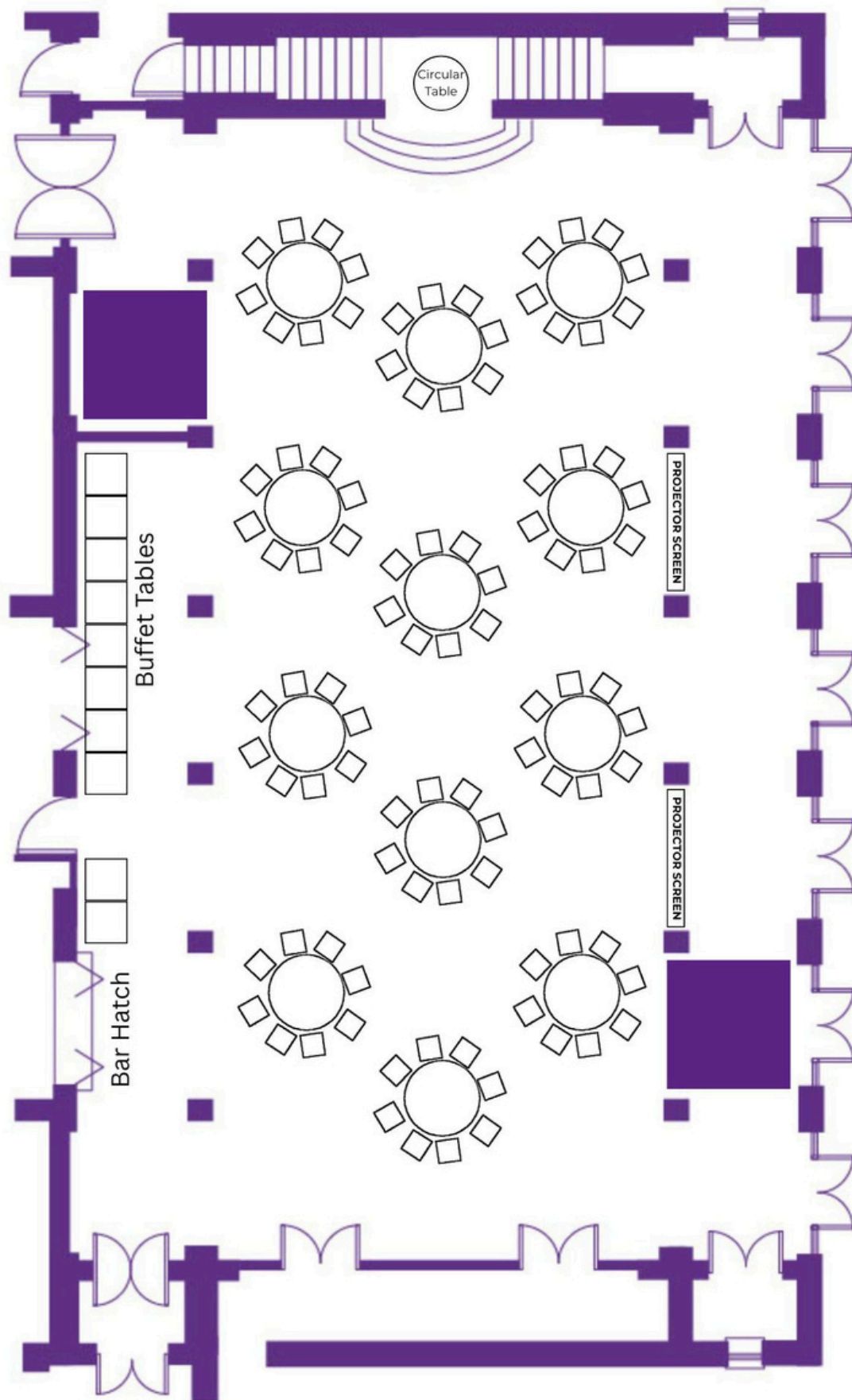
- Use of Kitchen, Terrace Room and Patio.
- Set up and removal of furniture.
- Bar staff.
- PA system.
- Projector.
- Microphone.

What's NOT Included

- Cutlery, crockery and linen.
- Kitchen utensils.
- Waiting staff.
- Entertainment.
- Food and drinks.
- Decoration/set up.



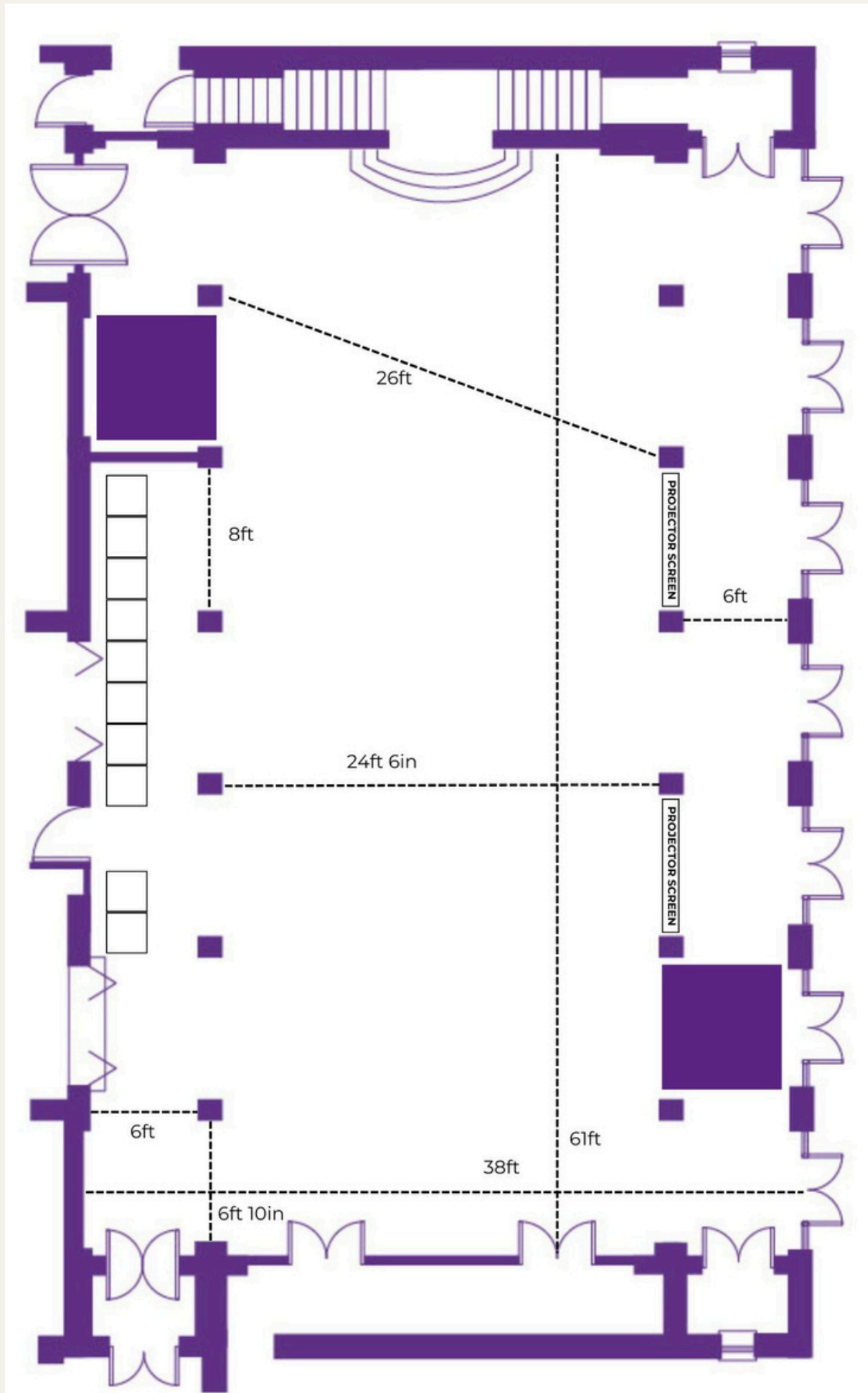
EXAMPLE LAYOUT



This layout seats 96 people on our 5ft round tables.

Layouts can be tailored around your specific needs - please ask the Administrator.

HALL MEASUREMENTS



CELEBRATE THE LIFE OF YOUR LOVED ONE WITH US TODAY

**For pricing and availability, please
contact info@rowheathpavilion.co.uk
0121 458 1711**



Rowheath Pavilion
Heath Road, Bournville
Birmingham, B30 1HH

www.rowheathpavilion.co.uk