



PARTY BROCHURE

All you need to know about hiring the
Terrace Room at Rowheath Pavilion



TABLE CONTENT

- About the hire
- Food & drink
- About the room
- How to book
- Room layouts
- Hall measurements

ABOUT THE HIRE

Access Times

- We hire out the room in two slots: 9am-3pm and 4pm-midnight.
- The hire time offered is inclusive of your set up and take down.
- Please be advised if hiring the earlier slot that there may be hirers in after you.
- Please enquire if the full day slot is available to hire if additional set up is required.
- Please email info@rowheathpavilion.co.uk for pricing information.

License Times

- The Bar will close at 11.00pm. Last orders are at 10.45pm.
- Entertainment can continue until 11.15pm. At this time the lights will be switched on and your pack down will commence. We ask all guests to leave the site by midnight.





FOOD & DRINK

Catering

- You are permitted to bring your own food or caterer of your choice. We do not offer in house catering.
- We require caterers to hold Public Liability Insurance and sign a kitchen 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 linen.**
- If you are hiring cutlery and crockery, please make arrangements to remove this at the end of your hire time (many hire companies operate on a 3-day hire).
- 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.
- Caterers can be situated on the patio in the form of a street food vendor etc. If they are not already known us, we ask that they visit in advance to ensure their vehicle/setup can access the space.
- Bin bags can be provided, please ask the bar staff.
- The kitchen is not designed for food preparation.

Drinks/Bar

- We must provide all drinks at your party.
- We do not offer a corkage option.
- For security purposes the bar hatch will remain open.
- Hot drinks may be available to pre-order in the form of a self-service station within the room. Please ask for further information.
- Welcome/table drinks are available for pre-order. Please ask for further information.

ABOUT THE TERRACE ROOM

Capacity

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

Decoration

- 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.
- 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 for the Terrace Room.
- We use 5ft rounds for guest tables with a max of 8 seats at each along with a range of 6ft and 4ft trestle tables for window seating, gifts, buffet tables etc.
- We do not have furniture for the patio. There may be some picnic benches available however we cannot guarantee this.
- Please see a sample room plan attached - this can be tailored to your party. Other layouts can be discussed.

Entertainment

- DJs and Bands are permitted (small setups 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.
- There are two baby change units, one in the ladies toilet and another in the disabled toilet.

HOW TO BOOK

- We can provisionally hold a date for **1 week**.
- After this time to confirm the date, we require a security **deposit*** of **£250** along with a booking form and 50% of the hire fee. The remaining hire fee is due one month prior to the date.
- **For 16th - 21st parties we require a £500 damage deposit.**
- Upon receiving the booking form, an invoice will be sent to the email address supplied.
- ***The security deposit is returnable via BACS provided all terms and conditions have been met, within 4 weeks of the party.**

What's Included

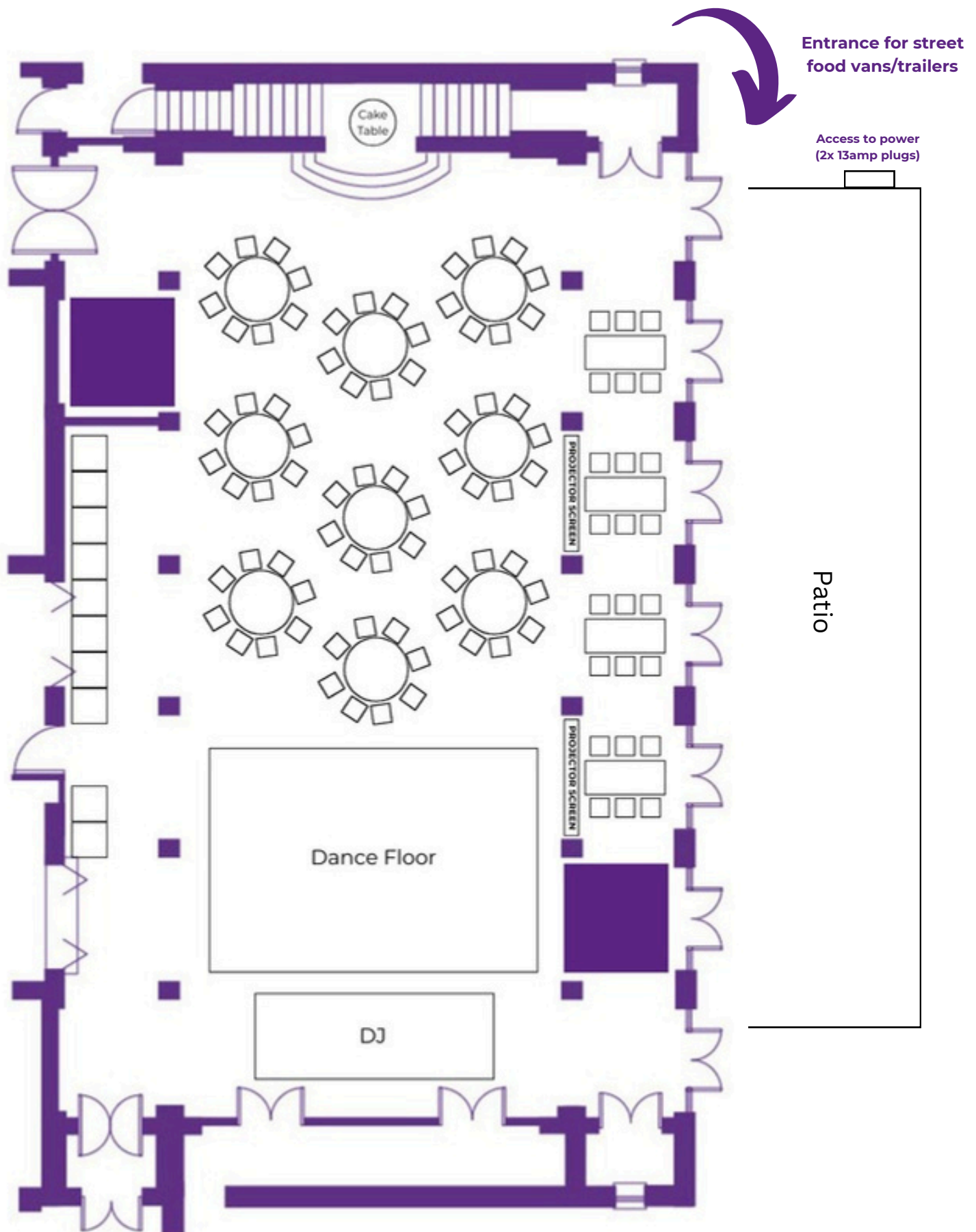
- Use of kitchen, terrace room and patio.
- Set up and removal of furniture.
- Bar staff.
- PA system.
- Projector.

What's NOT Included

- Cutlery, crockery and linen.
- Waiting staff.
- Entertainment, food, drinks and decoration.

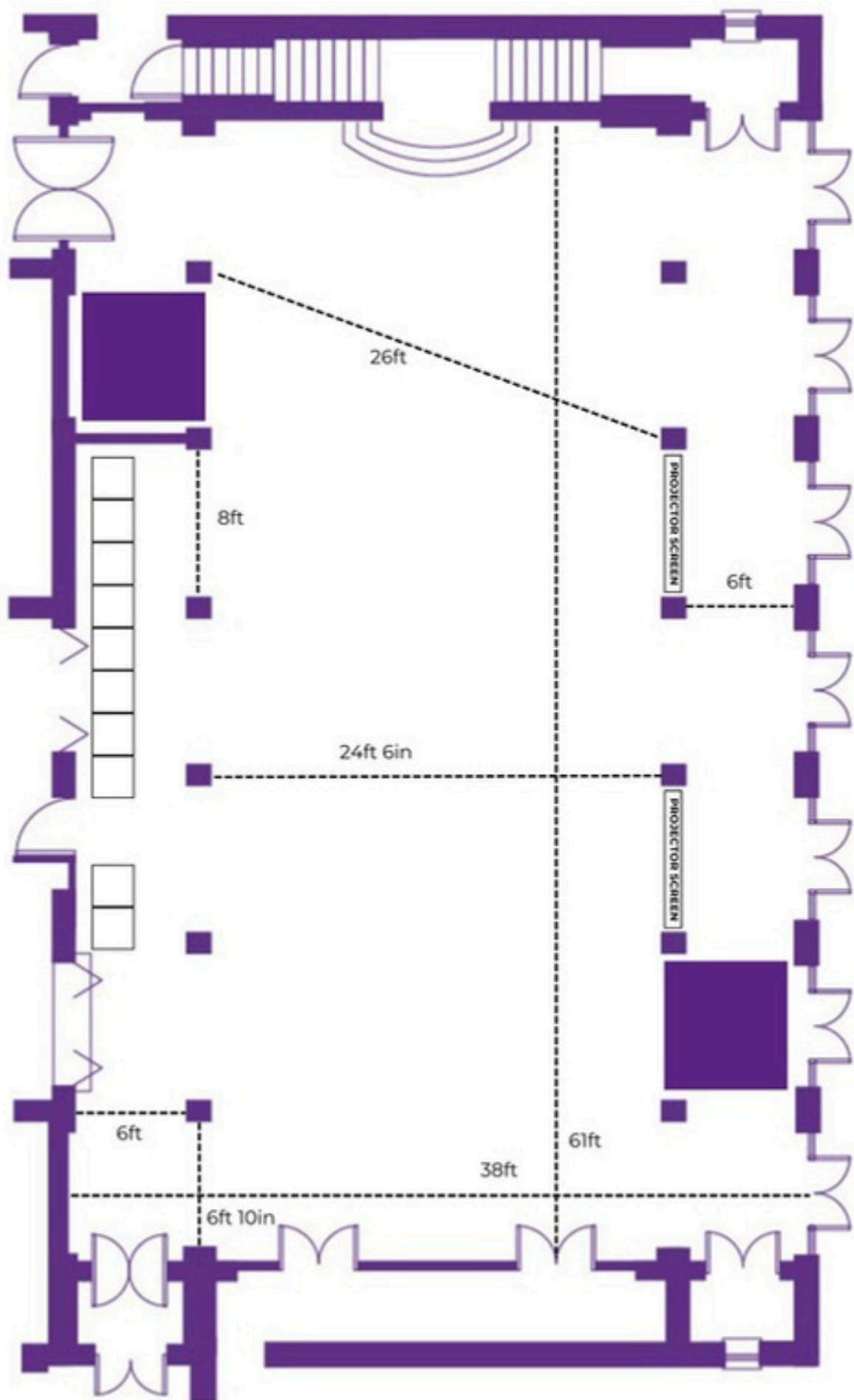


EXAMPLE LAYOUT



This layout seats 96 people in a mixture of 6ft trestle tables and 5ft round tables. Layouts can be tailored around your specific needs - please ask the Administrator.

HALL MEASUREMENTS





ANYTHING ELSE YOU NEED TO KNOW

- The green space is open to the public. We are unable to cordon off areas for your function.
- Bouncy castles on the grass are permitted, however the company must provide Public Liability Insurance and supervise the bouncy castle for the duration of the event. Bouncy castles must have their own perimeter fencing and present the necessary health and safety information to your guests.
- Bouncy castles are permitted inside with a 7 foot height maximum due to delicate light fixtures.
- The Café and/or Bar will be in operation during your party.
- We do not have dressing rooms available.
- The On Site Lead will be your point of contact.
- There is a cross in the room which cannot be moved or covered.
- As we are a Church we are unable to permit any form of ceremony that is not Christian. Wedding ceremonies fall under a different type of hire - please email **weddings@rowheathpavilion.co.uk** with enquiries.



CELEBRATE WITH US TODAY

0121 458 1711

www.rowheathpavilion.co.uk

info@rowheathpavilion.co.uk

Heath Road, Bournville, Birmingham, B30 1HH