

Weddings at Rowheath Pavilion



A photograph of a wedding reception hall with round tables covered in white cloths and white chairs. The text "Weddings at Rowheath Pavilion" is overlaid in a large, elegant, black cursive font.

Weddings at Rowheath Pavilion

Where to start;

- If you are interested in having your wedding at Rowheath, the best place to start is checking the date. As soon as you have a date in mind, contact us and we can see if it is free.
- If your date is free, arrange a visit. Due to regular bookings the room is free at short periods during weekday afternoons and depending on bookings, at the weekend.
- If, after the visit, you want to go ahead and book Rowheath Pavilion for your wedding we need the booking form completed and returned with the refundable deposit of £100. (This will be returned within 1 month of your wedding unless damage occurred)
- Once we have received this, your booking is secure. We then require half of the room hire fee to be paid as 6 months prior to your date and the remaining balance 2 months before.
- The hire fee for weddings at Rowheath Pavilion covers the set up of the tables and chairs, bar service and the bar staff. All decoration, crockery, waiting staff for food must be provided externally.

Planning Process;

- Once your booking is made, the planning can start. We have suppliers that we can recommend to you who use the venue frequently and offer a fantastic product and competitive prices.

DJ is Rob Sealey of party sounds, 07506 712 052, www.partyvoudz.com

Room Dresser is Mel Harris Clarke, melharrisclarke@yahoo.co.uk, 0121 459 9497, www.melanie-elizabeth-venues.co.uk

Caterer is Tommy's catering, enquiries@tommy-catering.co.uk, 0845 643 6160, www.tommy-catering.co.uk
The proprietors name is Keith Trinder (Menu's found at back of pack)

Hog roast is Bournville Pig Roast, Ian on 07974 661740

Photographer is 'Moments in Time' Call Andrea and John on 01922630854 or 07929990592, momentstime@photographer, www.momentstimeeventphotography.co.uk/ They offer a FREE Studio set up during your event and charge £8 only for each print, supplied in a mount.

Videographer is Visiva Media. Peter Horrox on 07702628581, peter@visiva.co.uk, www.visiva.co.uk

Florist is Daffodilly's. Their address is 253A Mary Vale Rd, Bournville, Birmingham, B30 1PN, 0121 459 1091, daffodillys@btconnection.com, www.daffodillys.net

Party Supplies 'Balloon Away' in Kings Heath, 0121 441 5050, www.balloonaway.co.uk

Vocal duos and piano accompaniments are Ellen and Sara. They provide a wonderful range of styles from pop to classical especially. You can contact them by email on ellenpublicover@yahoo.co.uk and sara.wilander@gmail.com.

- Once suppliers are confirmed please let us know by filling in the function checklist (attached on page 8)
- The outstanding balance (if not paid already) must then be paid 2 months prior to your wedding date.
- We need to have your final table layout 2 weeks prior to your wedding. These can be found on our website at www.rowheathpavilion.co.uk/your-wedding/your-reception/table-plans/
- All of your drinks for the day must be bought through our bar, which is a cash only bar. You can pre-order drinks before the event on the wine list found at the back of this pack. The wine list must be returned 2 weeks prior to the wedding date.

Table Dimensions;

Small Round Tables (8) Diameter: 55cm, Height: 60cm

Rectangular Tables (not tressle tables) (8) Length: 120cm, Width: 75cm, Height: 72cm

Large Round Tables (14, seat 8 people) Diameter: 5ft (153cm), Height: 75cm

Trestle Tables (8) Length: 180cm, Width: 70cm, Height: 70cm

Pillar Dimensions;

Height of pillars: 260cm, Distance between pillars: 240cm

On The Day;

- Tables and chairs will be set up as soon as your hire time starts, ready for your decorations to go up.
- Our staff will serve your welcome drinks and clear away all glasses
- Please remember to provide or for your caterers to provide waiting staff. We can provide an extra member of staff to clear away plates at a £75 charge. (This must be organised in advance)
- Please arrange for decoration, gifts etc to be taken away at the end of the event. Anything left on the premises will be assumed to be rubbish so please make alternative arrangements so nothing precious get's lost.
- Finally.....

Enjoy Yourself!!!!!!!

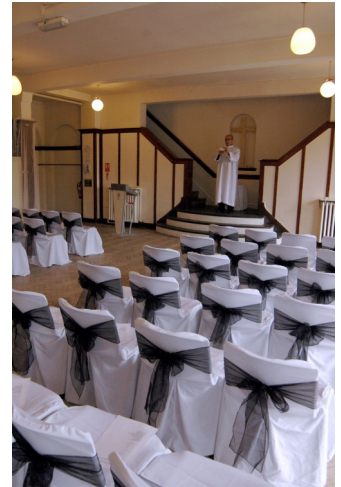
Limitations;

- Unfortunately we do not allow confetti inside the building as it is a nightmare to clean up but you can use it outside.
- You can not bring in your own drinks, alcoholic and none alcoholic.
- All decorations, food and crockery must be cleared away by the end of you booking time. If they are not taken away, £40 will be deducted from your deposit to cover the staff time.

Wedding Ceremonies at Rowheath Pavilion

The Pavilion is a registered place of worship. As such it is certified by The Birmingham registry office for the solemnization of marriages. Please note we do not offer any forms of civil services at The Pavilion.

If you are considering having your Christian wedding service here there are things that you need to consider.



- Our wedding service is a Christian wedding service. Therefore you will be asked to make your wedding declarations before God and the people gathered. You will be asked to accept the authority of God in your marriage, and with His help seek to conduct your married lives according to His will.
- You will be asked as a couple to attend “a” Sunday service and meet with one of our ministry team to discuss your intentions. Not only as far as the service is concerned but also, so you may jointly reflect on the many aspects of a Christian wedding.
- You will need to book the room for your service and reception.
- You will need to visit the Birmingham registry office to give notice of your wedding (see their documentation) They will issue to certificate “SRC’s” They must be presented to your Pavilion minister 14 days before the wedding. Certain fees need to be paid to registry office for administration (see their documentation)
- You will need to pay The Pavilion Minister a fee of £120.00 for your service which includes the minister acting as registrar. (you will not need a registrar in attendance at the service), we recommend this payment is made when you present your SRC (certificate for marriage) which issued by the registry office.



If you are interested in having your wedding ceremony at Rowheath Pavilion please contact our Pastor Paul Clarke on pastorclarke@gmail.com or visit the church website, www.the-pavilion.org



Room Hire Prices 2012 - 2013
Main function room
High Season – 1 March – 31st October

Session	Friday	Saturday	Sunday
Morning session 9.00 – 1.00	£125.00	£200.00	Unavailable for hire
Afternoon session 1.00 – 5.00	£125.00	£200.00	£100.00
Evening Session 5.00 – 12.00	£350.00 *	£400.00 *	£350.00 *

Room Hire Prices 2012 - 2013
Main function room
Low Season – 1st November – 28th February

Session	Friday	Saturday	Sunday
Morning session 9.00 – 1.00	£100.00	£150.00	Unavailable for hire
Afternoon session 1.00 – 5.00	£100.00	£150.00	£100.00
Evening Session 5.00 – 12.00	£300.00 *	£350.00 *	£300.00 *

*** If you use our in-house caterers there is a reduction of £100 (caterer's details below)**

1. Prices are for room hire, bar service and caretaking. They do not include catering, table linen, crockery or cutlery.
2. The hours you have booked include set up and tidy down. Therefore for an evening event the bar closes at 11pm, entertainments finish at 11.30pm. For a Sunday the bar closes at 10.30pm and entertainment finishes at 11pm.
3. To book the Terrace Room for an evening event or wedding reception a damage deposit of £100 is required and is banked upon receipt (this is returnable to you within one month of the event after ensuring all procedures were followed and the room left in a tidy state).

Our In-house caterer is Tommy's Catering: contact [0845 643 6160](tel:08456436160) or 07831 735303 or email enquiries@tommy-catering.co.uk for menu details.

Rowheath Pavilion, Heath Road, Bournville, Birmingham B30 1HH
Tel: 0121 458 1711

TCC is a Charitable Company Limited by Guarantee Registered in England and Wales. Company No: 5433044
 RPL is VAT Registered No: 417054963
 RPL is a Company Limited by Guarantee Registered in England and Wales No: 1896443

Booking Form for Wedding Reception

Full Name of Hirer

Address

..... Post code

Email Telephone (day) (evening)

Type of function (Wedding Reception Only or Ceremony and Reception)

Function Day (Fri, Sat, Sun) Function Date/...../.....

Room hire: Start Time End Time
 (to include time for setting up, decoration, and clearing up)

Guest Numbers (afternoon) (evening)

Guest Arrival Time (afternoon) (evening)

Please detail any special conditions or requests:

- I am the hirer of the Terrace Room with licensed bar and confirm that I have read, understood and accept the attached conditions of hire.
- I enclose a damage deposit of £100
- I enclose half the Hire Fee (booking at more than 2 months before event.)
- I enclose the full Hire Fee (booking at less than 2 months before event.)
- I understand that I must pay any balance owing at least 2 months before the event.

Signed Date.....

Please note your booking cannot be accepted unless this form is signed and returned with your deposits or payment in full. Cheques should be made payable to Trinity Christian Centre (TCC). BACS payments to TCC, Sort Code 30-19-14, Account No 03789199.

Please read the attached Conditions of Room Hire carefully, noting the section regarding damage and losses in particular, and keep for you records.

Provisional booking Expiry date: Please return forms and deposits by this date or the room will be available for re-hiring.

Office use only. Form v. 23.09.2010

Total Amount:	Amount Due	Amount Paid	Date Received	Who Received	Cheque No/ Cash	Refund
Returnable Damage Deposit	£100.00					
Half hire fee						
Balance of hire fee						
Due date:						

Accepted By

Date Completed/...../.....

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Conditions of Room Hire for Weddings

1. Booking Procedure

Applications and enquiries for bookings must be made through Trinity Christian Centre (TCC) Pavilion Office. Provisional bookings will be held for 14 days only. Confirmed bookings must be made on the official booking form and accompanied by a deposit of £100. Half the hire fee is due 6 months prior to your booking and remaining balance 2 months prior. (see price list) If a booking is made less than 2 months before the function then the whole hire fee is required at the time of booking.

2. Cancellation

Cancellation must be made in writing to TCC. At the point of cancellation, the deposit will be kept until the room is re-let. All other monies paid up to this point will be returned. If the room is re-let then all monies paid will be returned including the deposit. If the room is not re-let then the deposit will be forfeited. If before the date commences TCC forms the opinion that the function is likely to prove of an objectionable or undesirable nature, TCC reserves the right to cancel the event and shall return all monies paid. TCC accepts no liability to pay compensation to any person in respect of cancellation.

3. Catering

Details of menus will be provided on request directly from our recommended caterers. Catering orders should be made through them. Should the hirer choose to provide their own catering, then health and hygiene matters become the responsibility of the hirer and the relevant form should be signed and returned to TCC. Please ask for this form.

4. Admission

The maximum number of persons to be admitted to functions must not exceed the following:

Terrace Room		Meeting Room	
200	Dances/concerts/stage plays	20/25	Meetings/conferences/lectures
130-150	Sit down dinners wedding breakfasts		

Admission to a function at which liquor is served or sold is to be by way of personal invitation by the hirer or by the possession of a valid ticket. No admission will be allowed to any part of the building not booked by the hirer. The booking of the Terrace Room includes access via the main corridor and includes the use of toilet facilities.

5. Damage and Losses

No nails, screws, sticky tape, fastenings (including staples) or other apparatus to be fixed to any part of the premises. Some fixtures are already in place which can be used.

No confetti can be used inside the building. If confetti is used the deposit will be fortified to cover cleaning costs.

No electrical appliances to be utilised without the prior approval of the Management. (e.g. snow machines, bubble machines, etc)

The hirer must pay for any damage done to the premises or to any fittings, furniture, equipment or other property of TCC, or for any loss of the aforementioned during or in connection with any function. The amount of any such damage will be determined solely by the management of TCC, the damage deposit will be forfeited and the balance required to make good will be invoiced to the hirer. TCC does not accept responsibility or liability in respect of any damage to, or loss of property belonging to the hirer or any other person in connection with the function. Following satisfactory reports from staff, damage deposits will be reimbursed and transferred via BACS to the hirer within 4 weeks after the function. (please provide staff with relevant bank details)

All decorations, food and crockery brought in by hirer and wedding related suppliers must be cleared away by the end of your booking time. If they are not taken away, £40 will be deducted from your deposit to cover the staff time.

6. Supervision and Use

The hirer shall provide adequate attendants and stewards of at least one steward to 50 persons and if necessary to include a door attendant. Before guests arrive, the hirer shall instruct the attendants and stewards on the location of the fire alarm call points and fire exits as shown under the 'Fire Procedure' below. The hirer shall ensure that fire exits and escape routes are not obstructed. The hirer will be responsible for the proper conduct of persons using either room or facilities for the duration of the booking. In the event of any person or persons acting in a disruptive manner, the hirer will take all necessary steps to deal with the offender/s, and if necessary remove them from the premises. The hirer will take any steps in connection with the use and supervision of the Terrace or Café rooms as may be required by TCC Management, whose decision in such respects shall be final. The hirer must remain on the premises throughout the function. The hirer must not transfer the booking without prior written agreement of TCC Management. The hirer must inform TCC Management of their requirements and the final arrangements of the function at least 7 days before the event. The staff will make access available at the time agreed. The hirer must observe The Pavilions' noise management policy at all times. The playing of music outside the building is prohibited, unless specific permission has been granted from TCC Management.

The bar will be closed at 11:00 pm (10:30 pm on Sundays) and all music is to be finished by 11:20 pm (11:00 pm on Sundays). **Functions must terminate promptly and the room/s cleared ready for locking up by midnight (11:30pm on Sundays)** or as agreed at the time of booking.

The hiring of the Terrace Room does not include use of the Cafe (unless permission has been granted by TCC).

7. Service of Excisable Liquors

No person may sell, serve or supply intoxicating or excisable liquors. We do not allow any alcoholic or soft drinks to be brought onto the premises. All alcohol and soft drinks **must** be purchased from the bar. Failure to observe this ruling will result in the function being cancelled and the damage deposit being forfeited.

8. The terrace room is registered as a sanctuary, a place of worship where we conduct church services and weddings. As such we would ask that guests respect the fact that the symbol of this, the cross, remains in its place.

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FUNCTION CHECKLIST

Date.....

	Details
Date of Function	
Name of hirer/hosts	
Booking Form	
Event Type	
Amount Due	
Damage Deposit	
Payment	
Hiring times	
Room(s) and facilities	
Guest No's (<i>Afternoon</i>)	
Arrival time (<i>Afternoon</i>)	
Guest No's (<i>Evening</i>)	
Arrival time (<i>Evening</i>)	
Wine List	
Amount Due	
Bar to be staffed from	
Caterers (name/contact details)	
Buffet/sit down meal	
Caterers arrival time	
Proposed Eating Time	
Table Plan	
Décor details	
Decorator Arrival	
Entertainment type and Contact	
Entertainment arrival time	
Additional Personnel (<i>Photographer, Wedding Planner</i>)	
(<i>wedding</i>) Time of ceremony & location	
Notes	

Name of Hirer: _____ Function Date: _____

Wine Price List 2011/2012

1. All bottles are 75cl unless shown otherwise.
2. Prices include VAT.
3. Prices include use of glasses and washing up service.
4. Welcome drinks can be poured ready for guests' arrival at no additional cost.
5. As a general rule there are 6 wine glasses per bottle.
6. Orders must be placed and paid for at least one month before the function date.

Please indicate which drinks you are having for welcome drinks and toasts if any.

<u>Red Wines</u>	Origin	Price for 6	Quantity	Total £
Le Cellier (House Wine) Fruity with a medium bodied finish.	France	£54.00		
Kleindal Ruby Cabernet Full bodied yet soft drinking, dominate the nose, red fruit flavours linger on the palate.	South Africa	£72.00		
Euca Hill Shiraz Cabernet Rich and rounded, soft tannins providing a lingering fruit driven finish.	Australia	£78.00		
Volandas Merlot Brilliant ruby red with aromas of cherries.	Chile	£78.00		
Preciosa Rioja Soft and medium bodied bursting with ripe juicy berries.	Spain	£90.00		

<u>Rosé Wines</u>	Origin	Price for 6	Quantity	Total £
Le Cellier (House Wine) Aromas of strawberry and blackcurrant.	France	£54.00		
Cuvee Alexandre (House Wine) Ideal for summer drinking but also the perfect partner to any dish all year round.	France	£54.00		
Arcano Pinot Grigio A rich well balanced Italian wine with a characteristic copper colour.	Italy	£72.00		
Sutter Home Zinfandel Delicate blush pink colour, light refreshing crisp finish of strawberries and melon.	USA	£78.00		

<u>White Wines</u>	Origin	Price for 6	Quantity	Total £
Le Cellier (House Dry) Fresh, elegant and aromatic this white wine is perfect with fish, white meat and aperitifs.	France	£54.00		
Le Cellier (House Medium) Fresh, elegant and aromatic this white wine is perfect with fish, white meat and aperitifs.	France	£54.00		
Cuvee Alexander Dry A round and pleasing wine, well balanced with notes of fruit flavours.	France	£72.00		
Arcano Pinot Grigio A fragrant Italian wine with crisp and fresh notes.	Italy	£72.00		
Euca Hill Chardonnay Medium bodied wine with lemon and lime flavours.	Australia	£78.00		
Volandas Sauvignon Blanc A light coloured wine with a generous gooseberry nose.	Chile	£78.00		
Volandas Chardonnay 100% Chardonnay with a pale yellow colour and fruity aromas.	Chile	£78.00		

<u>Champagnes & Sparkling Wines</u>	Origin	Price for 6	Quantity	Total £
Ruinart non vintage Brut: Golden yellow in colour, delicate, fresh and fruity nose, notes of white fruits mainly pear.	France	£221.88		
Moët & Chandon: A dry, elegant champagne, medium in weight and fruit. The brand leader.	France	£216.00		
Gruet Brut: Full bodied and powerful with exquisite fruit aromas.	France	£148.50		
Jules Feraud Brut: Powerful but elegant, dry and balanced with a rich savoury aroma.	France	£148.50		
Gruet Rose: Creamy and complex with a rich pinot noir nose, fine bubbles revealing red fruit aromas.	France	£154.60		
Jules Feraud Rosé: Delicious soft, subtle rose with elegant light fruit flavours.	France	£154.60		
Moët and Chandon Rosé: Rose colour with shades of copper, lively, dominated by scent of strawberries yet full bodies and zestful.	France	£227.88		
Ruinart Rosé: Fresh, distinctive, rose petal pink colour. Subtle and fruity.	France	£276.00		
Charmaine Sparkling Wine: A delightful, refreshing sparkling drink.	France	£49.70		
Charlaurent Sparkling Rosé: A delightful sparkling perry with a subtle pink shade.	France	£59.70		
Tosti Sparkling Pinot Grigio: A lively and harmonious balance of fragrant exotic fruit and an extended fruity finish.	Italy	£105.00		
Tosti Sparkling Pinot Grigio Rosé: A tenuous and luminous pink colour, fine pelage and fragrant bouquet.	Italy	£105.00		
Prosecco La Cava Des Rois Brut: Light yellow in colour, rich in flower and fruit flavours.	Italy	£100.00		
Prosecco La Cava Des Rois Rosé: Light pink in colour, dry, very lively, fresh and fragrant.	Italy	£100.00		
Baron D'Arignac Mousseux: A delightful, refreshing drink, ideal for parties, meals and picnics.	France	£79.70		
Baron D'Arignac Rosé : A delicate fruity taste with remarkable character.	France	£79.70		
Bucks Fizz: A blend of sparkling wine and orange juice.		£59.70		

<u>Punch</u>	Ladles per Bowl	Price per Bowl	Quantity	Total £
Tropical Punch. (Vodka, Malibu, Archers with a selection of Fruit Juices)	50	£100.00		
Fruit Punch (non-alcoholic served with a selection of fresh fruit)	50	£50.00		
PIMMS and Lemonade (served with diced fruit)	50	£100.00		

<u>Soft Drinks</u>	Glasses Per Jug	Price per Jug	Quantity	Total £
Selection of Fruit Juices (Orange, apple, cranberry, pineapple)	8	£8.00		
Mineral Water (still)	8	£8.00		
Sparkling Water	8	£8.50		
Lemonade	8	£8.00		
Coca Cola	8	£8.00		

Prices correct as at February 2011

Total Amount: £

Please make cheques payable to "RPL" or BACS transfers to Lloyds TSB; Sort Code 30-19-14, Acc No. 01702231 (Please include your name and date of function as the reference for BACS payments)

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Company Philosophy

Our aim is to supply you with outstanding food, suitable for your function, at a price you would expect to pay for the menu of your choice.

About Us

We are a small family business, based in the Midlands and Gloucestershire.

We cater for all occasions from buffets to "green field" events. We can supply a chef to cook a romantic dinner for two in your own home, catering at a venue of your choice or even supply a full catering team for weekends away.



TOMMY'S CATERING



at

ROWHEATH PAVILION

Buffet & Lunch Menu



Sept. 2010

TOMMY'S CATERING

141 All Saints Road
Kings Heath
Birmingham B14 6AT

Phone: 0845 643 6160 or 07831 735303

Fax: 0121 443 3745

E-mail: enquiries@tommys.biz

TOMMY'S CATERING

OUTSTANDING FOOD

Tel: 0845 643 6160
Fax: 0121 443 3745
Mobile: 07831 735303
E-mail: enquiries@tommys.biz

Cold Buffet Menu

Finger Buffets

£6.55 per head

- Selection of Sandwiches (Meat & Vegetarian) on a selection Homemade breads.
- Selection of savory pieces e.g. Onion Bhaji, Spring Rolls, Samosas, breaded chicken pieces, accompanied by dips/ sauces.
- Vegetable Batons with dips
- Fresh Fruit

£7.65 per head

- Selection of Sandwiches (Meat & Vegetarian) on a selection Homemade breads.
- Quiche or French Onion Tart
- Smoked Salmon Profiteroles
- Selection of savory pieces e.g. Onion Bhaji, Spring Rolls, Samosas, breaded chicken pieces, accompanied by dips/ sauces.
- Vegetable Batons with dips
- Fresh Fruit

A selection of homemade cakes, to replace fresh fruit, is available at an additional cost of £1.00 per head. All costs shown include provision of paper plates, napkins and wooden cutlery where necessary. Porcelain plates and steel cutlery are available at a charge of £1.00 per head.

Hot Buffet Menu

Cold Meat Buffet

£7.65 per head

- A selection of cold roasted meats, such as ham, beef, chicken
- Sliced Cheddar cheese
- Homemade breads & butter
- Green Salad, tomatoes & cucumber
- Homemade coleslaw/potato salad
- Pickle and dressings
- Fresh Fruit

Hot Fork Buffet

£6.55 per head

Hot Jacket Potatoes with butter
Cheese
Baked Beans
Tuna
Coleslaw
Salads
Fresh Fruit

VAT, at the current rate, needs to be added to all prices shown.



Hot Lunch Menu

Hot Lunch Menu

£4.50 per head

Homemade Soup
Selection of Breads

From £8.25 per head

A selection of hot meals such as:
Chili con Carne
Chicken Curry
Stir Fry Vegetables or similar
Rice
Noodles
Fresh Fruit

Please feel free to enquire about the menus and any special needs or requests you may have.

All menus are subject to change without notice.

Please feel free to call for a no obligation quotation.

TOMMY'S CATERING

Phone: 0845 643 6160 or 07831 735303
Fax: 0121 443 3745



Rowheath Pavilion Other Wedding Menu Ideas

Starters

Cream of Tomato (V)

Winter Vegetable Soup (V)

Leek & Potato Soup (V)

Goats Cheese & Pear Salad

Melon & Ham

Smoked Salmon Salad

Main Course

Herb Crusted British Lamb with a Redcurrant Jus

Slowly Braised Cotswold Pork Chop with Apple & Onion

Beef or Mushroom Stroganoff

Steak & Kidney Pudding

Braised British Beef & Onion

Chicken & Mushroom Pie

Dessert

Chocolate Swirl Cheesecake

Steamed Treacle/Jam/Chocolate Puddings

Apple/Rhubarb/Fruit Crumble or Pie

Warm Chocolate Brownie

Lemon & Lime Meringue Pie