



## FREQUENTLY ASKED QUESTIONS

### RECEPTIONS

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#### HOW MANY PEOPLE CAN YOU ACCOMMODATE FOR RECEPTIONS?

Depending on your final numbers, we can accommodate up to 150 guests for a standing reception in our Waterside Room (please note, AV builds/entertainment set-up will affect final capacity).

Our Boulton/Faraday room can accommodate up to 80 guests for a standing reception.

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#### WHAT OUTDOOR SPACES CAN YOU OFFER?

If you're hiring any of the above spaces and no other events are taking place, you are most welcome to spill out into our stunning courtyard (weather permitting).

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#### WHAT CATERING CAN I HAVE?

We have a variety of catering options for your reception, including canapes, bowl food or our outdoor entertaining menu.

If you have a specific theme, then we'd be delighted to work with you to create a bespoke menu for everyone to enjoy (charges apply).

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#### CAN I HAVE CATERING SERVED IN THE COURTYARD IF THE WEATHER IS NICE?

Yes, you can, if you hire the venue exclusively, it's a great way to enjoy the outdoors on a sunny day. Our outdoor entertaining menu is available from May to September, we can also offer hot and cold bowl food, and canapes.

Regarding drinks, the Waterside Room is the main full bar for the event, alternatively we can provide top up drinks from our glass atrium, set up on trestle tables.

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#### HOW MANY WAITERS DO YOU PROVIDE FOR A RECEPTION?

Waiting staff are provided with an approximate ratio of one waiter for every 20 guests. Waiting staff charges apply.

AUSTIN

BIRMINGHAM

COURT

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### DO I HAVE TO HAVE CATERING IF MY RECEPTION IS ONLY TWO HOURS?

We are happy to allow just a drinks reception; catering can be ordered if you wish to do so.

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### CAN I BRING MY OWN SUPPLIER IF THEY ARE SPONSORING THE EVENT?

Yes, you can. Please advise your Event Coordinator in advance. Depending on what material would be brought on site, a risk assessment, method statement and company public liability would be required at least 14 days prior the event.

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### CAN I BRING MY OWN DECORATIONS?

Permission for all branding and decorations, whether intended for the hired room(s), or a public area of the venue, must be obtained from the Duty Manager 30 days prior to the event date and is subject to the Duty Manager's discretion on the day of the event.

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### DO YOU HAVE ANY SUPPLIERS THAT YOU CAN RECOMMEND?

We are happy to work with a supplier of your choice. If you don't have one, we recommend Sarah from Flowers by Floyd for florists.

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### CAN YOU PLAY BACKGROUND MUSIC IN YOUR SPACES?

We can play background music in our Waterside Room, Lodge Rooms and Boulton/Faraday through our built-in speakers. You can provide your own device or playlist, or we can select music for you from our library.

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### CAN I HIRE A DJ OR LIVE MUSICIANS?

Yes, you can. We will require a risk assessment, method of statement, PAT testing and company public liability. And please note that entertainment set-ups will change the capacity of the room.

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