



The UCS New Pavilion

FAQs

What does the venue hire include?

The hire fee for The UCS New Pavilion includes the exclusive use of the Refectory Hall and/or the Eve Lounge. Also included is the Kitchen, chairs and tables and some car parking spaces.

Capacities

Refectory Hall: Maximum 120 seated, 180 standing
Eve Lounge: Maximum 50

Can my event go on later than midnight?

Our premises license expires at midnight. On Fridays and Saturdays, the bar must close at 11.00pm and music must stop by 11.00pm. The venue must be clear of guests by midnight. On Sundays the event must end by 11:00pm and clear of guests by 11:00pm.

The venue must be clear of all suppliers by midnight. Suppliers may continue to de-rig within the venue but there is to be no vehicle loading after midnight. Any equipment that needs to be taken away must be collected the following morning by prior agreement.

Can I have a cash bar?

Our premises license does not allow the selling of alcohol on site. We can in some cases apply for a temporary event notice to allow this. Please speak to a member of the team to discuss your requirements.

Can you get married at UCS Venues?

We do not have a wedding license, so no wedding ceremonies can take place at any of the UCS Venues. There are a number of churches and a local registry office where you can legally have your wedding ceremony before joining us at UCS for the celebration.

Is alternative furniture available?

We do have a limited supply of furniture at the venue. Additional/alternative furniture may be sourced externally.

Can we smoke within the venue?

Due to Government legislation smoking is not permitted anywhere in the buildings. Guests may smoke in the dedicated smoking areas outside the entrance to the venue.

Can I hire the venue for half a day?

We offer a half day, a full day price or an hourly price. You can discuss this with the Events Manager how many hours you wish to hire for.

What is the booking procedure?

Provisional bookings can be made without any obligation and we will hold these for you for a limited time. To confirm your chosen date a signed contract must be returned to us along with a deposit of 20%. The balance payment is due 1 month prior to the event.

Is there good car parking?

We have a car park that can accommodate approx. 25 cars however its subject to availability, please speak to the Events Manager.

Can we use candles?

Candles and flames are NOT permitted anywhere within the venue under any circumstances.

Can we use any caterer, photographer, florist etc within the venue?

With regards to suppliers i.e. photographers, florists etc you are not restricted in any way, and may choose one to suit you as long as they comply with our health and safety regulations and suppliers site rules.

When can our suppliers access the venue?

Our standard access time for all suppliers is 1-2 hours before the event during none term time.

During term time please contact the Events Manager. Early access to the venue is subject to availability and is chargeable. For any deliveries outside of the above times, approval must firstly be granted by the UCS facilities and Events Manager.

Can we leave things in the venue overnight?

All items brought into the venue by the client and their suppliers must be fully cleared from the venue directly following the event. Items can only be left with prior permission.

Can we provide our own beverages?

Yes and we as a venue will not charge you corkage. However if you hire a caterer to serve drinks they will charge a small fee for drinks service, ice and glassware.

Are we able to have confetti?

Yes, confetti is allowed subject to prior approval. There may be some incidences where we cannot allow confetti. Please discuss your intentions with your venue manager.

Are bands permitted?

Live music is permitted within the UCS New Pavilion, however must be finished by 11.00pm. The band must be co- operative with noise levels and ensure the decibel level guidance is being adhered to, as any noise exceeding 70 dB is considered disturbing.

Is security provided?

Each event above 70 persons will need to provide security as standard. We ask you have security for the whole of your event. If needed, please ask the venue manager for details of local security companies.

Are we allowed to decorate the Hall?

You are able to decorate the hall but you must not stick anything on the floors or walls.