



**Provision of Memorial Services and
Thanksgiving Celebrations**

At

**Douai Pavilion and Park
Upper Woolhampton RG7 5TG**



Douai Pavilion and Park is situated in the peaceful and beautiful rural setting of Upper Woolhampton, West Berkshire. It is the ideal setting for wakes/Memorial thanksgiving celebrations/Humanist services. Whether it be a Wake, following a service at Church or the Crematorium, or the holding of a Humanist service at the Pavilion, this venue can provide all the facilities required.

The venue is situated, just off the A4, only 3 miles from the Crematorium and in very close proximity to churches in the Parish. Woolhampton church is located next door and you can walk from the church to the Pavilion via the footpath. The Abbey at Douai is positioned across the road from the Pavilion and again is in very close walking distance.

The Pavilion has very strong connections with both Jane Manley, the vicar for the local Parishes and Father Oliver, at the Abbey. We hold many events at the Pavilion in collaboration with both of them, including fund raising ventures for the churches. Both of the above happily promote the Pavilion and Park as a venue for holding Memorial wakes. We also work very closely with the Funeral Directors in the area, including Walkers, The Cooperative, Ashbrook and Miles and Daughters.

The Pavilion is hired on an exclusive basis, so there will be no disturbance from other people at the venue, unlike pubs and hotels. There is ample parking for several hundred people. The facilities comprise of: -

Downstairs - the main area can accommodate 100-120 people standing, and the bar, kitchen and toilets/cloakrooms are all located on this floor. If additional space is required there is a further room upstairs which has a balcony overlooking the fields. This can accommodate a further 40 people. In the summer there is also the option of having a marquee erected in the grounds close to the pavilion, if numbers necessitate it.

The venue also has a screen downstairs in the main room, where the family can show photos of the deceased. There is also the facility to play background music if required.

The hire of the Pavilion includes tables, chairs, crockery, cutlery and glassware for up to 100 people. For numbers higher than this, we hire in additional equipment at a minimal cost.

Since the new regulations were brought in, during the Covid-19 Pandemic, as regards holding wakes etc., throughout the summer, we hosted these in a marquee erected in the grounds, positioned next to the Pavilion building. This worked extremely well, and the marquee accommodates the maximum of 30 guests, socially distanced, which is what is currently allowed. The toilet facilities are entered through the back outside door to the pavilion and all the required hygiene procedures have been implemented. These can be seen on the Douai Pavilion website at www.douaipark.org.uk. From the end of September, through to April next year, we will revert to using the main room inside the Pavilion, but for 30 guests only. This provides ample space, so that all guests feel safe. This will be reviewed on a regular basis in line with the Government's advice.



Birch Associates Events are the licensees for the Pavilion and all drinks provision is required to be provided through the bar. The hire fee includes the provision of the bar. Birch Associates also provide a wide selection of catering options some of which are outlined below.

Hire of Pavilion/Marquee

. Cost of exclusive hire of downstairs area, outside terrace of Pavilion, bar, kitchen area and toilets/Cloakrooms. Includes use of the sound system. It also currently includes a deep clean before and after the event, and all hand sanitiser/anti-viral wipes etc. The pavilion is hired out on an hourly basis, so that you only pay for the time required. This cost is the same for using the marquee.

Cost £ 40.00/hour NO VAT

Additional cost for upstairs area.

Cost £ 15.00/hour NO VAT

Provision of Catering

. Birch Associates Events can offer a wide selection of catering including:

Traditional afternoon Tea, with a large selection of sandwiches, including Vegetarian and Gluten free options and miniature Cakes, Pastries, Scones with Jam and Cream etc. These are served on traditional 3 tier cake stands and serving plates. This includes Tea/coffee being served throughout the duration of the hire time. **This is all served to individual tables.**

Minimum of 20 mourners **- £11.50/person Plus VAT**

Currently the maximum is 30

Hot and cold finger food, with selection of Vegetarian and Gluten free options included. These are served on serving platters. This includes Tea/coffee being served throughout the duration of the hire time. **This is all served to individual tables.** Other options can be provided depending on requirements and costed accordingly.

Minimum of 20 mourners **- £12.50/person Plus VAT**

Currently the maximum is 30

Provision of Bar

The bar can be offered on the basis that is required. Complimentary drinks provided by the family. A set amount put behind the bar as a tab. Mourners pay for their own drinks. A toast drink can be organised. **Currently all drinks are served to table.**

Other requirements

In addition to the above costs there will also be a cost for staff, and this will be dependent on numbers. Once we know your requirements, we will create a bespoke proposal for you including all that you require. We can also provide flower decorations, a commemorative table and discuss any other requirements you may have.

Contact details

If you would like further information and are interested in holding a wake/Memorial celebration at Douai Pavilion or privately within your own home, please contact: -

Sue Birch: Tel. 07501 011 442 sue@birchassociates.co.uk

Katie Birch: Tel. 07768 536 284 katie@birchassociates.co.uk

Comments from clients using the marquee

Hi Sue,
Thank you. A number of attendees have already said how much they appreciated the tea and service at the Wake. Excellent.
Best wishes
Peter

Dear Sue,

Thanks so much it was such a perfect marquee, food and service.
Thank you
Anna

Hi Sue

The whole event was such a success. The marquee worked very well as did the ease of ordering drinks and the food was outstanding.

Every one of the team were great which meant our family and friends could all relax into the afternoon.

Such a beautiful setting and I know everyone who came enjoyed it.

Thank you so much for all your hard work on such a hot afternoon! It didn't go unnoticed.

We will definitely be coming along to one of your functions in August.

Kind regards
Hazel and Steve

Comments and pictures from clients using the Pavilion prior to Covid-19 restrictions

See below



“Everyone said how brilliant the food was! You really did us proud - can't tell you how grateful we are. Big thank you to you for making it work so well. Love your flexible style - can't believe so many people came”.
Very best regards Margaret



“I am truly grateful for your wonderful touches, beautiful food and your gentle manner and respect of space”.
Many Thanks Gemma

