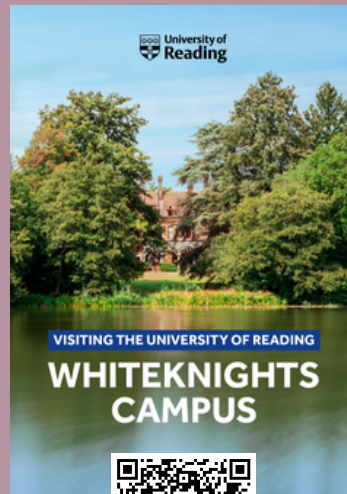


Visiting the Whiteknights Campus

Our Whiteknights campus is open to everyone.

We encourage you to visit us, explore some of the amazing spaces on offer, and join us at our events. Further details about visiting campus, can be found in our Visitor Guide.

[Download Visitor Guide](#)



Venue Reading

HOSPITALITY
at
 University of
Reading

A sympathetic venue offering facilities
for Funeral Receptions and Wakes.

Venue
Reading

HOSPITALITY
at
 University of
Reading

CELEBRATION OF LIFE EVENTS WITH VENUE READING

V3 07-01-2025

info@venuereading.com | 0118 378 5657 | venuereading.com



Hello

We know this is a difficult time for you and our aim is to simplify this part of the arrangements. At Venue Reading we can offer various locations for 30-500 guests across the University of Reading campuses.

All celebration of life events are managed with compassion, sensitivity and understanding as we all know how hard losing a loved one can be. Our experienced event co-ordinators are happy to discuss your individual requirements and take the stress of hosting the celebration of life away from you.

No matter what style of Life Celebration you wish to organise with us, the Venue Reading team are here to support and guide you in the planning of this special occasion.

As we're with you every step of the way, our non-obtrusive service will permit you and your family to be able to concentrate fully on celebrating the life of your loved one and giving them the memorial they deserve.

Planning food for your wake, shouldn't be stressful either, and we have a variety of hot and cold buffet options available for you to choose from.

Function Rooms
from £200



Catering
from £9.00 PP



*Sandwich lunch



Bereavement Support: We understand you are going through a difficult time. To support you, we've partnered with an organisation that has created a comprehensive bereavement guide. This guide covers important considerations when a loved one passes away. You can obtain a printed copy of this guide from doctor's offices, community centers, and hospitals.



[Download here](#)

Meadow Suite

The Meadow Suite is our main function space and is located within the historic Park House on the main Whiteknights Campus.

The Meadow Suite seats up to 100 guests on the upper level with the lower level left clear for the catering to be set up. From the lower level of the Meadow Suite, you will find large doors, that open onto the decking area providing a great outside space with views leading down to the lake.

A large private bar is available within the Meadow Suite with all the beverages you would expect including an extensive range of locally sourced products.

Three large screens are available for you to use for any photo slideshow you wish to play. Microphones are also available and included in the rate for you to use as well as the ability to play music from a Bluetooth device.

Take a virtual tour of the Meadow Suite [here](#).

Meadow Suite room hire charges:

**Monday to Friday £300 + VAT (£360 including VAT)
Plus a minimum food spend of £300 + VAT (£360 including VAT).**

The hire charge includes access to the Meadow Suite for 4 hours between 10am and 6pm. To open the bar, there is a separate minimum spend of £150 + VAT (£180 including VAT), subject to availability. Guests can also visit the Park House bar if this bar is not available or you decide not to have it.

If you are organising further out than a month away, the hire rate for the Meadow Suite may change as this is our reduced rate for celebration of life events which are normally only organised with less than a months notice.





Blandford's

Also situated in Park House is the Blandford's dining room and the Blandford's Ante Room. These rooms have an elegant ambience and are ideal for up to 30-40 guests.

With its blend of contemporary style and classic heritage, Blandford's and the Blandford's Ante Room are perfect for a smaller wake if a private bar is not required.

You will have access to the main Blandford's Room as well as the Blandford's Ante Room. We would usually set up the catering in the Ante Room with guests in the Blandford's room.

We can leave tables as shown in the image to the left or we can move tables to the edge of the room to give more room for standing. The max we can seat in this room is 30. A TV screen to show a photo slideshow can be provided in the room for you at no extra cost.

The Park House bar is just next door for drinks from 12.00. Your event coordinator will be able to confirm the opening times of the Park House Bar.

Take a virtual tour of the Blandford's and Blandford's Ante room [here](#).

Blandford's room hire charges:

**Monday to Friday £200 + VAT (£240 including VAT)
Plus a minimum food spend of £250+ VAT (£300 including VAT).**

The hire charge includes access to the Blandford's Room for 4 hours between 10am and 6pm.

If you are organising further out than a month away, the hire rate for Blandford's may change as this is our reduced rate for wakes which are normally only organised with less than a months notice.



Great Hall

The Great Hall is available when you require a very large venue to host a wake or celebration of life.

The Great Hall is located in the heart of our London Road campus. The building is a beautiful Grade 2 listed building which was opened in 1905. The hall has a fixed stage and can accommodate up to 500 guests.

We have a grand piano which can be used but it does need tuning each use which needs to be paid for by yourselves prior to arrival. You are also able to use the organ in the Great Hall as part of the hire rate.

There is no AV (including a sound system/microphones) in the Great Hall as standard but we can contract our AV team to supply a range of equipment. Please note additional charges will apply.

There is parking for up to 200 people on the London Road Campus where the Great Hall is situated. This cannot be reserved and is on a first come first served basis. We can reserve a few spaces for close family members.

Great Hall hire charges:

We have two rates for hiring the Great Hall.

For up to 350 seats: £1,210

For up to 500 seats: £1,870

Plus a minimum food spend of £400 + VAT (£480 including VAT).

Depending what we have booked in the Great Hall already, we may be able to offer a discount on the above rates if the set up remains the same as what we already have booked in.

The Great Hall is not vatable so there would not be any VAT to pay on top of the hall hire rates. VAT is payable for other parts of the booking.

The hire charge includes access to the building from gam until 10pm.





Refreshments

Our range of hot and cold drinks

In-House Tea & Coffee (Park House)

£1.90

Fairtrade freshly brewed coffee with a selection of teas
Minimum order 5 servings

In-House Hot Chocolate

£1.80

Minimum order 5 servings

Orange / Apple / Cranberry Juice 1 litre

£3.30

Individual water 500ml – still or sparkling *

£1.50

1.5 litre Plastic Bottled Water - still or sparkling *

£2.00

Coconut Milk 1 litre Oat Milk 1 litre Soya Milk 1 litre

£2.00

Carbonated Soft Drinks Assortment (1 x 12)

£20.00



Wine List

Why not add a few bottles of red or white to the tables or chilled beers/cider alongside your catering?

To view our full range of drink options, please refer to our drinks menu below.

[View Menu](#)



Sandwich Lunch or Buffet Lunch



Sandwich lunch

£9 per person (+ VAT)

Sandwiches, crisps, fruit juice and sweet treat.



Buffet lunch

£15.25 per person (+ VAT)

Sandwiches with **3 buffet items**, crisps, fruit juice and sweet treat.

Our sandwich lunch is £9 per person (£10.80 including VAT) and offers a range of sandwiches, crisps, fruit juice and something sweet.

For £15.25 per person (£18.30 including VAT, guests would receive the above, plus three buffet items from the below (3 items chosen by you before the day).

We will supply sandwich platters to suit dietary requirements (Meat, Vegan, Vegetarian). This package is available in multiples of 5 and for a minimum of 20 people.

Cold Buffet Items

- Sausage Roll (2 per portion)
- Beetroot Falafel with Caraway & Coriander Salsa (2 per portion) (V, VG)
- Tortilla Chips & Burnt Spring onion Sour Cream (V)
- Oyster Mushroom Scotch Egg & Mustard Slaw (1/2 per portion) (V)
- Scotch Egg with Apple & chilli Slaw (1/2 per portion)
- Harissa Chicken Skewer & Roasted Tomato & Chilli Salsa (1 per portion)
- Sweet Potato & Goats Cheese Quiche (1 per portion) (V)
- Red Onion Hummus and Crudités (V, VG)

Select 3 items



Afternoon Tea

Prefer something sweet? Why not treat your guests to an afternoon tea

£17.50 per person (£21 including VAT)

Available in the below locations with minimum numbers:

Meadow Suite: 30 Guests

Blandford's: 20 Guests

A selection of sandwiches and wraps

Scones served with clotted cream and preserves

Sweet treats

Freshly brewed coffee and selection of teas

Gluten free sandwiches, scones and sweet treats available.





Sandwich platters

Our selection of sandwich platters offer a range of fillings to provide you and your guests with a quick bite to eat.

Meat Sandwich Platter

£24

Coronation Chicken | Chicken Salad | BLT |
Ham & Mustard Salad | Ham & Farmhouse Cheddar
(5 portions)

Vegetarian Sandwich Platter (V)

£24

Double Cheese & Spring Onion | Houmous & Rainbow Slaw |
Cheddar Cheese Ploughman's | Coronation Chickpea |
Double Egg & Spinach
(5 portions)

Plant-Based Wrap Platter (V, VG)

£24

Falafel & Sweet Potato | Mexican Birria & Sweet Potato
(5 portions)

Seafood Sandwich Platter

£24

Hot Smoked Salmon | Classic Prawn Mayo | Tuna Salad |
Tuna & Sweetcorn
(5 portions)

Mixed Wrap Platter

£24

Falafel & Sweet Potato | Chicken Caesar |
BBQ Southern Fried Chicken Wrap | Duck Hoisin
(5 portions)

Plant-Based Wrap & Sandwich Platter (V, VG)

£34

Falafel & Sweet Potato Wrap | Mexican Birria & Sweet Potato
Wrap | Houmous & Rainbow Slaw Sandwich | Coronation
Chickpea Sandwich | Mexican Bean & Avocado Sandwich |
New York Deli Sandwich
(8 portions)





Sweet treats

Why not add something sweet with your tea and coffee.

Croissant served with jam (V) (Minimum order of 15 portions)	£3.10
Danish Pastry (V) (Minimum order of 15 portions)	£3.10
Doughnut (V) (Minimum order of 15 portions)	£3.10
Sweet Treat Selection (V) - 10 portions	£19.00
Lemon Drizzle Cake Platter (V) - 10 portions	£19.00
Chocolate Quinoa Brownie Platter (V) - 10 portions	£19.00
Flapjack Platter (V, VG) - 10 portions	£19.00
Cookie Platter (V) - 10 portions	£19.00
Vegan Cookie Platter (V, VG) - 10 portions	£19.00
<u>Whole Fruit individual</u> (V, VG) Selection of seasonal whole fruit (min order of 5)	£1.10
Seasonal <u>Sliced</u> Fruit Platter Sliced fruit served on a platter (10 portions)	£21.00
Individual Cream Tea (V) Includes tea/coffee and a scone, clotted cream and strawberry jam. There is a minimum order of 20 people for a cream tea.	£7.00 (£9.95 GF)



Individual sweet treats

Our individually packaged sweet treats are available to cover many dietary requirements.

Traditional Biscuits (V)	£0.90
Luxury Biscuits (V)	£1.10
Gluten Free Shortbread Biscuits (V)	£1.10
Millionaire's Shortbread (V, VG)	£3.00
Fruit Cake Slice (V, VG)	£3.00
Belgian Dark Chocolate Tiffin (V, VG)	£3.00
Rocky Road slice (V, VG)	£3.00
Chocolate Orange Tiffin (V, VG)	£3.00
Gluten Free Double Chocolate Muffin (V)	£3.89
Gluten Free Lemon Filled Muffin (V)	£3.89
Mince Pie - only available in November & December. Gluten Free mince pies also available.	£3.50



Savoury Accompaniments

Savoury snacks to enjoy on their own or the perfect addition to accompany your order.

Served in bowls

Hand cooked crisps (V) (5 portions)	£4.10
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Salted peanuts (V, VG) (5 portions)	£4.10
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Tortilla chips with salsa (V, VG) (5 portions)	£4.50
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Marinated olives (V, VG) (10 portions)	£12.00
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Cheese Board (V)	£5.00
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Individual packaged items

Individual assorted flavoured crisps 40g (V, VG)	£1.50
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Accommodation in Reading

We have negotiated discounts at local hotels on your behalf. Please download our hotel recommendations guide below. You can share this with your guests attending the funeral if they are travelling and need somewhere to stay.

During the summer vacation we can offer premium ensuite halls accommodation with 8-10 bedrooms per flat. For more information, please speak to your event coordinator.

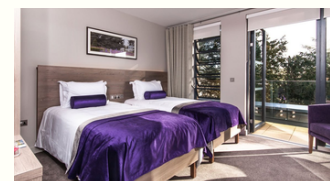
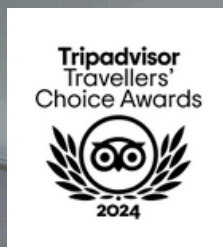
[Discounted hotels near campus](#)

The Greenlands Hotel, Henley-on-Thames

The Greenlands Hotel offers 100 ensuite bedrooms. The glorious Grade 2 listed building has a restaurant/brasserie and bar, as well as a newly refurbished gym with views of the River Thames making it an ideal location to visit surrounding areas of Henley-on-Thames.

Our hotel has been awarded Top-rated stay in the KAYAK's Travel Awards and has also been awarded the TripAdvisor, Travellers' Choice Award for another year running.

[Check Availability & Book](#)





Venue Henley

Venue
Henley

HOSPITALITY

at
University of
Reading

Set in its own 30 acre estate in the beautiful Oxfordshire countryside, alongside the River Thames, the magnificent Grade II Listed Henley Business School estate offers a beautiful location to host a celebration of life event to remember someone special if you need somewhere North of Reading.

Like our colleagues at Venue Reading, all wakes will be managed with compassion, sensitivity and understanding as we all know how hard losing a loved one can be.

Our experienced event co-ordinators are happy to discuss your individual requirements and take the stress of hosting the celebration of life away from you.

There is a choice of spaces available to hire at Greenlands, some with views of the River Thames as well as a 100 bedroom hotel just next to the main house.

To find out what the Venue Henley team can offer you, please use the below contact details.

01491 418 810 | info@venuehenley.com | venuehenley.com





Q&As

What is a wake?

A wake is a celebration of life event that generally happens after the formal funeral proceedings have taken place where friends and family can gather to remember the life of your loved one.

How to organise a wake

A wake does not need to be elaborate. A wake, or funeral reception is a more informal chance to pay your respects to someone who has died.

1. Choose who to invite

A wake can be a private gathering for close family or a public gathering for the wider community. You need to consider who to invite before making other arrangements such as choosing the venue or organising food and drink.

Guests that were unable to attend the funeral, may choose to attend the wake.

2. Choose a venue

The wake can be held anywhere you want, but keep in mind how many people will be attending. The Venue Reading Team can help you decide on the best venue based on your expected numbers. Complimentary parking is available for guests in the main University Car Park (car park 1a). You can park even closer if spaces are available.

3. Share details of the wake with family and friends

You will need to share details of where the wake is being held and at what time with family and friends. Some people prefer the wake to be private. If you choose to go down this route, you can send out invitations or ask close family members to spread the word. You may also choose for the wake to be announced at the end of the funeral service.

4. Funeral wake ideas: what do you do at a wake?

It may seem strange to think about providing entertainment at a wake, and you don't have to. However, it can help to bring people together to share memories of the person who has died. Here are a few ideas:

A memory book or board – ask people to write a memory.

Show a photo slideshow - you could prepare a slideshow of photos. We can help you display this in the room.

Create a background music playlist – you could create a playlist of your loved one's favourite songs.



Dietary Information

We understand the serious risks concerning food safety and allergies and to help us manage this, we do not allow any external catering in any of our campus venues. Our in-house catering team offer a full range of food and drink for your event.

We can accommodate many dietary requirements, just let us know in advance of the event as we may be unable to make adjustments on the day of your event.

Our kitchens handle other allergens and while we segregate products as far as possible, there remains a small risk of cross-contamination. Any customers with food allergies and intolerances should speak to their event organiser prior to the event taking place.

Please speak to your Event Manager if you have any questions relating to allergens as we are able to cater for most if we know in advance of your event.

To view full allergen & ingredient information, please visit: foodmenus.info. Please share this link with your guests so they can check the live information during the event.

Please note items labelled as Vegan may contain traces of animal products. These items should not be selected to accommodate specific allergies (Milk, Egg). Please consult the wellness portal when selecting items for guests who have declared allergies.

