

Frequently Asked Questions

Our dedicated team of Sales and Event Coordinators are always available to answer any questions you may have. With that in mind please see below some of our frequently asked questions. If you can't find the answer you need, please do give us a call on 0121 245 2066.

Our Mission Statement

UVB exists to explore mutually advantageous commercial opportunities, offered by the combined conference and hospitality events spaces of The Rep and The Library of Birmingham, whilst respecting the core purposes for the buildings. All profits made by UVB are reinvested back to The Rep, a registered charity, and Birmingham City Council.

Our Venues

The Library of Birmingham – The city's most important public open space in the heart of Birmingham city centre's Westside. It has been described as the largest public library in the United Kingdom, the largest [public cultural space](#) in Europe and the largest regional library in Europe.

The REP Theatre - The REP is a registered charity (charity no. 223660) and has been inspiring the communities of Birmingham and beyond to a lifelong love of theatre for over a century. It also has the largest and most diverse education programme of any arts organisation in the city.

FAQ's

Do you have WIFI?

We provide complimentary secure guest Wi-Fi across all our spaces. Simply connect your Smart Device to the **UVB** network on arrival. The Password is **Un1qu3VB**

Do you have onsite Parking?

We don't have any onsite parking available however there are a number of public car parks within a few minutes' walk including Arena Birmingham Car Park and Q- Park Brindley Place.

Do you have an onsite Prayer Room?

There are multi-faith prayer rooms available in both The Rep and Library of Birmingham. A member of the UVB team will be happy to show you to the room during your visit.

Do you have onsite First Aiders?

We always have trained First Aiders onsite. Just ask a member of the UVB team should you require any assistance.

Can I bring my dog to your venues?

Only assistance dogs are permitted within our event spaces.

Are your venues accessible?

Wheelchair access is available throughout our venues. We also have up-to-date Hearing Assistance systems in all three of our theatre spaces and portable hearing loops available in our meeting rooms. Public blue badge parking is available at the rear of the building on Cambridge Street and Brindley Drive.

Do you have disabled toilets and changing facilities?

We have accessible toilets available within easy reach of all of our event spaces. In addition to our standard accessible toilets we have a **Changing Place** toilet, located on the REP Mezzanine, which provides additional space for up to two carers, including height-adjustable changing benches and a hoist system.

Do you cater for people with specific dietary requirements?

Of course, we can cater for all of the 14 major allergens. We do ask that all dietary requirements are submitted no later than 14 days prior to your event to ensure we can accommodate your request.

Do you permit external caterers?

Unfortunately, we are unable to permit external catering at our venues. We work with renowned caterers, Wilson Vale who provide high quality catering for all event types. Our caterers are also happy to work with you to create bespoke or themed menus to suit your event.

Do you offer a cloakroom facility?

Our cloakroom is an optional extra, charged at £45+vat, per hour, for the duration of your event, required 30 minutes prior and post delegate arrival. The location of the cloakroom is to be agreed with your Event Manager. Self-serve coat rails are available complimentary upon request.

Do you offer a Luggage drop facility?

We do not have a luggage store onsite but can arrange for storage of bags if required. This is charged at £45+vat (under 100 bags) or £67.50+vat (above 100 bags) per hour, for the duration of your event, required 30 minutes prior and post delegate arrival. The location of the luggage drop is to be agreed with your Event Manager. Please note no luggage or bags bigger than a rucksack are allowed in any of the theatre spaces.

Do you carry out bag Checks?

Bag checks will be carried out on entry to all theatre spaces for public or ticketed events. For conferences bag checks do not need to be carried out if delegates are identifiable by either name badges or lanyards.

Can I arrange delivery of event material?

Any materials for your event can be delivered between 09.00 – 17.00 one working day prior to your Event and collected on your event day or following working day also between 09:00 - 17:00. All deliveries must be pre-booked with the team so we can ensure collection and storage.

**Please ensure the UVB Postage label is completed and attached to all items you are having delivered.
The address for deliveries is;**

Unique Venues Birmingham,
REP Stage Door
Cambridge Street
Birmingham
B1 2NR

Are there loading facilities?

Yes, the loading bay is accessible at the rear of the building with lift access available to all our event spaces. Any loading bay requirements need to be booked in with your Event Coordinator. The address for the loading bay is;

Library of Birmingham
Cambridge Street
Birmingham
B1 2NR

Do you allow filming and Photography in your venue?

All photography and filming requests need to be discussed with your Event Coordinator. Please be aware that for events in our Library Feature Spaces you will need to obtain permission from Film Birmingham.

Will there be Theatre performances during my event?

We are a working theatre and as such we have regular evening and matinee performances within the auditorium spaces. Access to the Box Office, The REP Foyer, Mezzanine and Level 1 are required by audience members up to 30 minutes prior to show times and during intervals. Should your event be using any of these spaces your Events Coordinator and Event Manager will work with you to minimise any impact. Matinees typically take place on Thursday and Saturdays however can vary depending on the show.

Are Dressing Rooms available?

Yes, subject to availability, at a hire of charge £250 + vat, per room.

Do you have a Sustainability Policy?

We are thrilled to have been awarded the Silver Greengage ECOsmart Award. Greengage ECOsmart is a business travel and events industry certification that recognises organisations who can demonstrate a comprehensive approach to environmental sustainability within their business and who promote a green approach with their clients. Read more about this on the link below.

<https://www.greengage.solutions/>

Our Commitment

- To be kinder to the environment, we no longer place pads and pens directly onto our conference tables, please help yourself to provisions you require from the stationary table.
- Our pens are made from recycled CD cases and our coasters are made from recycled tyre material, paper and plastics.
- UVB bottled water reduces our impact on the environment, it reduced our reliance on single-use plastic, reducing our energy consumption and eliminate emissions from unnecessary bottle deliveries.
- We have removed bins from our conference rooms, please use the recycling bins in public areas.

Do you work with any local Food Banks?

Where possible we work in partnership with Lets Feed Brum, who are a leading homeless charity in Birmingham, with a mission to be part of the solution to ending homelessness for good. Please speak with your Event Manager on the day of your event about options for donating surplus or leftover food.

'We bridge the gap between commissioned services and people on the street through the power of befriending.' - <https://www.letsfeedbrum.com/>