

OFFICE USE ONLY Invoice requested
(Date & Initial)

Total Cost + VAT

Meeting Room Booking Form



Room Required: Barn or Small Meeting Room (SMR) _____

Date Required _____

Start Time _____

Finish Time _____

Company/Organisation _____

Contact Name _____

Address _____

Invoice Address (if different from above)

Contact Telephone Number _____

E-mail _____

Number of Delegates _____

- | | | | |
|--------------|--------------------|--------------------------|----------------------------------|
| Room Layout: | Boardroom | <input type="checkbox"/> | (Barn - max. 20) (SMR – max. 8) |
| | U-Shape | <input type="checkbox"/> | (Barn - max. 18) |
| | Classroom | <input type="checkbox"/> | (Barn - max. 16) |
| | Theatre | <input type="checkbox"/> | (Barn - max. 40) (SMR – max. 15) |
| | Cabaret or Banquet | <input type="checkbox"/> | (Barn - max. 20) (SMR – max. 10) |
| Equipment: | LCD Projector | <input type="checkbox"/> | (£45) |
| | Projection Screen | <input type="checkbox"/> | (£15) |
| | Flipchart | <input type="checkbox"/> | (£10.50) |
| | Lectern | <input type="checkbox"/> | (£15) |

DDR Add-on packages (*per delegate*)

Tea & Coffee (£2)

Tea, Coffee & Biscuits (£2.65)

Tea, Coffee & Pastries (£3.25)

Cold Buffet (£7)

E.g. Sandwiches, Sausage Rolls, Quiche, Crisps, Salad & Fruit.

Hot Buffet (£11.50)

E.g. Chicken Wings, Jacket Potatoes, Chilli/Curry, Rice, Indian selection

(Please make any requests in the "additional information" section below)

Additional Information (Special Requests, Food Allergies, Access Requirements etc.)

Date _____

Hirer's Signature _____

Terms & Conditions of Room Hire

1. Payments: Payments for room bookings are to be paid in full prior the booking date, an invoice will be sent to you prior to the meeting date.

2. Cancellations: Any cancellations must be made as soon as possible. 100% refund if cancelled in the next 12 days. 80% refund if cancelled up to 7 days before the meeting.

3. Use of Room: The hirer is responsible for ensuring the room is left clean and tidy and all own material is taken away at the end of the booking.

The hirer is to ensure items are not attached to walls and that the flip charts and flip chart wall holders are used where needed.

The hirer is to ensure any catering provided is left on the catering table at the end of the booking.

The hirer is to ensure any rubbish is placed in the bin provided.

4. Noise: The hirer is to be aware that the Barn is set within our courtyard and attached to our Education Classroom. On occasion noise may be heard from the children visiting.

5. Safety: The hirer will be required to keep a list of attendees at their meeting in case a roll call is needed for an evacuation. The hirer should make themselves aware of the fire safety procedures from the information within the barn. If the alarm sounds and you have not been informed of a test, then all visitors must exit through the Sensory Garden gate.

6. Occupancy Level: A comfortable level of occupancy for the barn is 40 people for theatre style and 20 people for boardroom style. Please do not exceed the numbers stated without prior discussion.

7. Booking Times: It is the hirer's responsibility to keep to your room booking times, as the room may also be booked before or after your booking. If you are running over, then please discuss this with the reception staff.

Please note our standard opening times are:

- Monday to Friday 9.30 – 4.30
(April to September)
- Saturday and Sunday 10.00 – 4.30
(April to September)
- Monday to Friday 9.30 – 4.00
(October to March)
- Saturday and Sunday 10.00 – 4.00
(October to March)

Bookings outside of these times are available; please contact reception to discuss further.

8. Hire of Equipment: Equipment is available to hire (i.e. projector, laptop, flipchart paper) at the costs stated. WIFI is available within the room. Any equipment which is wilfully damaged during your visit will be charged for. Replacement costs will be calculated on current catalogue prices