

**OFFICE USE ONLY Invoice requested**

(Date & Initial)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Cost + VAT**

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**Meeting Room**

**Booking Form**

Room Required: Barn *or* Small Meeting Room (SMR)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finish Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Invoice Address (if different from above)

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Contact Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Delegates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Layout: Boardroom (Barn - max. 18) (SMR – max. 8)

 U-Shape (Barn - max. 14)

 Theatre  (Barn - max. 35) (SMR – max. 12)

Equipment: LCD Projector  (£45 plus VAT)

 Flipchart  (£10.50 plus VAT)

Add-on packages (*per person*)

Tea & Instant Coffee 

Tea, Instant Coffee & Biscuits 

Tea, Instant Coffee & Pastries 

Orange Juice 

Bottled Water – Still 

Bottled Water - Sparkling 

Sandwich Platter 

Sandwich Platter Plus Salad and Crisps 

Cold Buffet 

Warm Buffet – please state your two chosen options 

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***Please note: if multiple dietary requirements are requested then the minimum number of people for a buffet is 9. Food orders cannot be changed less than 7 days before the date of the event.***

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

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hirer’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms & Conditions of Room Hire**

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

**2. Cancellations:** Any cancellations must be made as soon as possible. 100% refund if cancelled within 12 days of making the booking. 70% 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 that any leftover food is placed 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 35 people for theatre style and 18 people for boardroom style. Please do not exceed the numbers stated without prior discussion.

Warwickshire Wildlife Trust Brandon Marsh Nature Centre, Brandon Lane, Coventry, CV3 3GW Tel: 02476 302912 [www.warwickshirewildlifetrust.org.uk](http://www.warwickshirewildlifetrust.org.uk)

**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 visitor centre 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 the visitor centre to discuss further.

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