



**Warwickshire**  
Wildlife Trust

## Meeting Room Booking Form

OFFICE USE ONLY    Invoice requested  
(Date & Initial)

\_\_\_\_\_  
Total Cost + VAT

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

Nature of Room Hire and/or Catering Request

***Please write below a few sentences relating to the nature of the Room Hire and/or Catering request – i.e: type of event / purpose of event / occasion.***



Number of Attendees

Room Layout:	Boardroom	<input type="checkbox"/>	(Barn - max. 18) (SMR – max. 8)
	U-Shape	<input type="checkbox"/>	(Barn - max. 14)
	Classroom	<input type="checkbox"/>	(Barn - max. 16)
	Theatre	<input type="checkbox"/>	(Barn - max. 35) (SMR – max. 15)
	Cabaret or Banquet	<input type="checkbox"/>	(Barn - max. 24) (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)

Any additional information

***Please write anything below you think we may need to know about your Room Hire and/or Catering booking request – i.e: dietary preferences, allergens, accessibility requirements.***



Catering Package (*per attendee*)

Tea & Instant Coffee	<input type="checkbox"/>	£2.95 per person
Tea, Instant Coffee & Two Biscuits	<input type="checkbox"/>	£3.95 per person
Tea, Instant Coffee & One Danish Pastry	<input type="checkbox"/>	£5.95 per person
Orange or Apple Juice From Concentrate	<input type="checkbox"/>	£3.50 per litre jug
Cartons of Water – Still Or Sparkling	<input type="checkbox"/>	£2.50 per carton
Sandwich Platter: Egg Mayonnaise; Cheese Ploughmans; Ham and Tomato; Tuna Mayonnaise	<input type="checkbox"/>	£5.00 per person
Sausage or Bacon Bap	<input type="checkbox"/>	£5.00 per bap
Sandwich Platter plus Salad & Crisps	<input type="checkbox"/>	£7.50 per person
Cold Buffet: Sandwich Selection; Mini Pork Pies; Mini Sausage Rolls; Quiche; Coleslaw; Salad	<input type="checkbox"/>	£9.95 per person

Date

Hirer's Signature



## Terms & Conditions of Room Hire

**1. Payments:** Payments for room bookings are to be paid in full no later than 7 days before the room hire. An invoice will be sent to you shortly after your booking form has been completed and confirmed received.

**2. Cancellations:** Any cancellations must be made as soon as possible. Cancellation refunds are stratified as follows:

- 100% refund if cancelled up to 12 days after the booking form has been confirmed as received ('grace period')
- 80% refund if cancelled up to 7 days before the room hire.
- No refund if cancelled within 7 days of the room hire.

If the Trust must cancel for any reason, a 100% refund will be issued.

**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 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 to the Muster Point.

**6. Occupancy Level:** A comfortable level of occupancy for the Barn is 35 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.

Our rooms are available to be booked between the following times, seven days a week:

- 10am-4pm (Full-Day)
- 10am-1pm or 1pm-4pm (Half-Day)

Bookings outside of these times may be available upon request; please contact the Visitor Centre to discuss further.

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

**9. Food and Drink** Warwickshire Wildlife Trust will not be held liable for any foods or drinks consumed that it does not provide. If you wish to bring your own food, this must be discussed and agreed with the Visitor Centre staff first.