**Lower Smite Farm Meeting & Conference Centre**



Booking Form 04/2023 v2

We Reserve the right to cancel at short notice following government guidelines.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date room required |  | | | | |
| Company Name |  | | | | |
| Private, Public, or Voluntary Sector |  | | | | |
| Contact Name |  | | | | |
| Invoice Address | |  | | --- | |  | |  | |  | | | | | |
| Purchase Order Number |  | | | | |
| Contact Telephone Number |  | | | | |
| Contact Email Address |  | | | | |
|  |  | | | | |
| Name of Course/Event |  | | | | |
| Number of Delegates |  | | | | |
| Name of room(s) required – Prices Exclude VAT  * The Big Barn (50 people Theatre style) Including use of stable. * Old Stable (25 people Classroom style) * The Dairy (20 people Boardroom style) | Full Day: 9am-5pm £350  £220  £135 | | Half Day: 9am-12.30/1.30-5pm £300  £165  £110 | | |
| Access times: When organiser will arrive and when room will be vacated. (Access outside 9-5 can be agreed but additional charges may apply). **Half Day access is less than 4 hours.**  **Weekends available on request** |  | | | | |
| Room layout required: (Theatre, Classroom or Boardroom Style) |  | | | | |
| Equipment requirements   * PowerPoint Projector * Public Address System * Flipcharts | Y/N  Y/N  Y/N | | | | |
| **Food is prepared in a mixed kitchen should you have severe allergies our caterers advise you bring your own food.** | Please let us know if you would like Vegan, Vegetarian or Gluten Free option within your Buffet | | | | |
| Catering requirements (All Self Service)  ***Buffets will be delivered at approx. 12.30pm*** | Price - (exc VAT) | No. *e.g. 15* | | Cost *e.g. £2* | Total *e.g. £30* |
| * Breakfast Baps 5” Bacon Sausage or Vegetarian | £4.50 per head |  | |  |  |
| * Basic Buffet – Variety of sandwiches & Crisps | £6.00 per head |  | |  |  |
| * Standard Buffet with two savoury items | £8.50 per head |  | |  |  |
| * Gluten Free Or Vegan Platter | £8.50 per head |  | |  |  |
| * Executive Lunch Sandwiches & wraps + 4 savories | £11.50 per head |  | |  |  |
| * Quiche & Salad Box | £6.00 per head |  | |  |  |
| * Tea & coffee Half Day – unlimited * Tea & coffee Full Day (both include biscuits) | £3.25 per head  £4.25 per head |  | |  |  |
| * Fruit Juices | £2 .00 per head |  | |  |  |
| * A Variety of Cake – sharing platter | £2.20 per head |  | |  |  |
| * Fresh Fruit Bowl – a selection of apples, bananas, pears, grapes, satsumas etc. | £2.20 Per head |  | |  |  |
| Total Cost | |  | | | |

##### **Sign and return to the address below or email** [**bookings@worcestershirewildlifetrust.org**](mailto:bookings@worcestershirewildlifetrust.org) **FAO Moira Conn.**

##### **Please note a purchase order number or a deposit of 50% (+ VAT) of the room hire is required to confirm the booking.**

##### **I have read and agree to the terms and conditions: - Y/N**

##### **Name………………………………………………… Signature ………………………………………. Date………………………**

Worcestershire Wildlife Trust, Lower Smite Farm, Smite Hill, Hindlip, Worcester, WR3 8SZ. Tel 01905 754919