**Lower Smite Farm Meeting & Conference Centre**

Booking Form 01/2025V1

|  |  |
| --- | --- |
| 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 £225 £140  | Half day: 9am-12.30/1.30-5pm£300 £170 £115  |
| 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 that 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 + 3 . savory items
 | £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 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