**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](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