|  |  |
| --- | --- |
| Name of Organisation |  |
| Address for Billing |  |
| Contact Name |  |
| Telephone Number |  |
| Email address |  |

|  |  |  |
| --- | --- | --- |
|  | From (Day/Date/Month/Year) | To  (Day/Date/ Month/Year |
| Date(s) required |  |  |
| Timings(am/pm) |  |  |

|  |  |
| --- | --- |
| Number of attendees |  |
| Layout of room | Horseshoe / Small Groups / Large Groups |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \*see charges sheet below for info | Yes / No | Number required | Timings  (am/pm) | Menu Option |
| Breakfast |  |  |  |  |
| Mid-Morning Break |  |  |  |  |
| Lunch |  |  |  |  |
| Afternoon Break |  |  |  |  |

**Special Dietary Requirements**

|  |  |
| --- | --- |
|  | Please give details |
| Gluten Free |  |
| Dairy Free |  |
| Nut Allergy |  |
| Vegetarian |  |
| Vegan |  |
| Other |  |

Once your booking form is completed, please send to [conference@stalhamacademy.co.uk](mailto:conference@stalhamacademy.co.uk). Once your booking form is received, a confirmatory email will be sent to regarding your booking, including costs and payment terms.

**TARIFF OF CHARGES**

**Hire of Conference Area:** seating for up to 48 people (various layouts),

use of screen, flipcharts, Wifi

plus separate dining area/small group work area

£90/half-day

£175/day

**Catering:**

|  |  |  |
| --- | --- | --- |
| BREAKFAST | Selection of Croissants and Pastries, Butter and Jam  Tea/Coffee/Fruit Juice | £2.50/person |
| MID-MORNING BREAK | Tea/Coffee and Biscuits | £1.50/person |
| LUNCH  Menu A: | Selection of sandwiches  Kettle Chips  Orange Juice | £3.00/person |
| Menu B: | Selection of sandwiches  Kettle Chips  Cakes or Fresh seasonal Fruit Platter  Orange Juice | £3.50/person |
| Menu C: | Mini Quiche  Sausage Rolls  Chicken Goujouns  Cheese Straws  Mixed Bruschetta  Seasonal Fruit Kebabs  Selection of Cakes  Orange Juice/Mineral Water | £7.00/person |
| AFTERNOON BREAK | Tea/Coffee and Cake | £1.75/person |

**Other Facilities:**

Photocopying/Scanning 10p/sheet (black and white)

Photocopying/Scanning 15p/sheet (colour)

Parking (on site) no charge

**Layouts:**

Horseshoe Tables are laid out in a “U” shape

Small groups Tables are laid out in groups of six to a table

Large Groups Tables are laid out in groups of eight to a table

**TERMS AND CONDITIONS**

1. We will only consider your booking request to be confirmed once we have received your completed booking form by email or post.
2. Credit facilities are not available to clients.
3. We will only consider your confirmed booking to be cancelled if we have received notice in writing by email or post and you have received acknowledgement from us of your cancellation.
4. We require at least 5 working days’ notice of cancellation. If you give us less notice we reserve the right to make reasonable cancellation charges to cover any costs we have incurred in making arrangements to fulfil your booking.
5. The charges for room hire will be clearly set out in our correspondence with you. These will be fixed from the time you receive written booking confirmation. All other charges, e.g. for catering, will be based on our current price list at the date of the event. The Rightforsuccess Trust reserves the right to review prices at any point.
6. We ask you to estimate at the time of booking the number of people who require catering. You must confirm these numbers no less than 3 working days before the event; otherwise we will only cater and invoice you for your estimated number.
7. Only catering provided by The Trust’s own caterers may be brought onto and consumed on the premises.
8. If you become aware of any problems or damage to our rooms or facilities or you need adjustments to be made, you must tell us immediately. You must not allow anyone to move, adjust, tamper with or damage any of our facilities. If we reasonably believe that you have caused damage to our rooms or facilities, or have allowed it to occur, you will be liable for the cost of rectifying that damage.
9. You must ensure that your attendees guard their valuables carefully at all times and do not leave them unattended. The Rightforsuccess Trust shall not be responsible for any loss or damage to any person or property arising from your booking unless we are satisfied that the loss or damage was due to our negligence.