| Contact and Billing Information |
| --- |
| **Name of Organisation** |  | **Contact Address** |  |
| **Contact Name** |  |
| **Contact Phone** |  | **Contact Email** |  |
| **Billing Contact** |  | **Billing Address***Invoices only sent via email* |  |
| **Billing Email** |  | **PO Number** |  |
| **Live Day Main Contact***If different to above* |  | **Live Day Main Contact Phone** |  |
| **Are you registered as a charity?** |  | **Charity Number**  |  |

| Dates and Times |
| --- |
| **Date(s) Required:** *(dd/mm/yy)* |  |
| **Arrival / Preparation Start Time:** |  | **Event Start Time:** |  | **Event Finish Time:** |  | **Leaving / Clean up Finish Time:** |  |
| **Purpose of Booking:** |  | **No. of Guests Attending** |  |
| **PLEASE NOTE:** Arrival time for normal hour bookings should be no earlier than 08:50 unless agreed in advance. | **PLEASE NOTE:** The venue hire will be charged from Arrival / Preparation Start Time until Leaving / Clean up Finish Time.  |

| Rooms |
| --- |
| **Please indicate the room you would like to book.** Room furniture and seating layout is the responsibility of the room hirer. |
| **Main Hall**Minimum hire 4 hours - *Max capacity 60 pax* |  | **Garden Room**Minimum hire 3 hours - *Max capacity 18 pax* |  |
| **Meadow Room**Minimum hire 3 hours - *Max capacity 18 pax* |  | **Natural Roots Building**Minimum hire 4 hours - *Max capacity 35 pax* |  |
| **Exclusive Hire**Available only during weekends and non-term times. |  |

| **Venue Hire Prices - Per Hour** | **Normal Hours\*** | **Extended Hours\*\*** |
| --- | --- | --- |
| **Charity** | **Business** | **Charity** | **Business** |
| **Main Hall** | £50.00 | £78.00 | £80.00 | £105.00 |
| **Garden Room** (Upstairs Space) | £35.00 | £55.00 | £65.00 | £85.00 |
| **Meadow Room** (Downstairs Space) | £35.00 | £55.00 | £65.00 | £85.00 |
| **\*** **Normal Hours** are weekdays:09:00 to 17:00 \*\* **Extended hours** are before 08:30 and after 17:00 on weekdays*There is highly limited availability for bookings outside of normal operating hours.* |
| *All income generated from venue hire is reinvested back into Roots and Shoots to support our charitable aims.* *Due to this,* **Roots and Shoots does not charge VAT. No prices within this form include VAT.** |

| Equipment Resources |
| --- |
| **Laptop**£20 each | QTY | **Extra Cleaning for Self-Catering**£30*Additional costs may occur if we provide crockery and cutlery.* |  | **Flip Chart Bundles**£15 each*inc. pens, masking tape & paper* | QTY |
|  |  |
| **PLEASE NOTE:** The venue hire package price includes a basic AV package:Large TV screens with HDMI cables in every room and Wi-fi availability throughout the site. |

| Special Bookings / Additional Information |
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| If you require the use of our spaces beyond our meeting rooms or would like to provide further information about your booking, please provide as much information as possible below. |
|  |



| Refreshments |
| --- |
| Each price is per person, per serving – **Please list numbers and timings in the Catering Information section** |
| **Tea** (inc. herbal) **/ Coffee - £3.00** |  | **Tea / Coffee / Pastries - £5.50** |  | **Juices - £1.75** |  |
| **Tea / Coffee / Biscuits - £3.75**  |  | **Homemade Cake - £5.50***See our selection of cakes in the ‘desserts' section below.* |  | **Selection of Fruit - £2.00** |  |

| Lunch Options*Some ingredients are grown in our gardens on site - meals may vary according to season* |
| --- |
| Please tick one option for the whole group from the list below.*Freshly prepared on site to give you fine yet healthy world cuisine. Some ingredients are grown on site with the aid of our students.**Please speak to us if you need something special for your event.* |
| Last Minute Orders and ChangesWhile we always try to be flexible, a shorter notice may lead to reduced menu options. To ensure the best experience for your guests, new catering orders should be requested at least two weeks in advance. Pre-existing catering requests can be adjusted with up to a week's notice. For last minute cancellations, see the cancellation section at the end of this form. |

| Selection of Sandwiches - £13 per selection, per person |
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| **Selection 1**Avocado & Beetroot Pastrami - Chickpea Hummus and Seasonal Salad - Traditional Cucumber Sandwich |  |
| **Selection 2**Feta with Oregano and Tomato - Lentil Pate and Cucumber Pickle - Mixed Seed Dukkah with Olive Oil |  |
| **Selection 3**Tomato Bruschetta - Homemade Sunflower Seed & Basil Pesto - Mushroom Bruschetta |  |

| Hot Pots and Soups - £14 per person |
| --- |
|  **Sicilian style Caponata** *served with Bread (or Toasted Crusty Bread)* |  |
|  **Black Eyed Peas Stew** *served with Rice and Coleslaw* |  |
|  **Vegan Sausage and Mash** *served with Onion Gravy* |  |
|  **Shepherd’s Pie** *served with Roast Vegetables and Seasonal Salad* |  |
|  **Lebanese Lentil Soup** *served with Sourdough Bread and Mixed Seed Dukkah* |  |
|  **Yellow Pea Soup** *topped with Spicy Onion a*nd *served with Sourdough Bread*  |  |

| Signature Plates - £16 per person |
| --- |
| **Three Bean Chilli** *served with Coriander Rice, Tomato Salsa, and Seasonal Salad* |  |
| **Butternut Squash** and Coconut Dhansak *served with Flatbread* |  |
| **Aubergine Moussaka** *served with Seasonal Salad* |  |
| **Chickpea Tagine** *served with Couscous and Carrot & Mint Salad* |  |
| **Thai Curry** *served with Sticky Rice* |  |

| Buffet Special - £25 per person (14 guest minimum) |
| --- |
| **Mediterranean Mezze** Hummus, Baba Ganoush, Couscous Tabbouleh, Chickpea Salad, Harissa Potato, Yoghurt Tzatziki, Mixed Seed Dukkah, Tahini and Lemon Sauce, Seasonal Salad with Fresh Herbs. *Served with Flatbread and / or Sourdough Bread selection.* |  |
| **Italian Platter** Tomato and Basil Bruschetta, Garlic Mushrooms, Roast Peppers, Minted Chilli Courgettes, Aubergine and Parsley Salad, Potato and Green Pea Salad, Olives. *Served with Sourdough Bread selection.* |  |

| Desserts - £5.50 per person |
| --- |
| **Chocolate Cake**  |  |
| **Lemon, Pistachio and Polenta Cake** (Wheat Free) |  |
| **Blueberry Cake** (Vegan) |  |
| **Chia Seeds and Mango Dessert** (Vegan and Sugar-Free) |  |
| **Carrot Cake** |  |

| Catering Information - Must be completed |
| --- |
| **Quantity of guests having lunch:**  |
| **Refreshment and lunch catering timings:** |
| **Dietary requirements (please, let us know if you or any of your guests have any dietary requirements):** |
| **Any other requests:** |
| Please email completed booking forms to venue@rootsandshoots.org.uk |

**Thank you for choosing Roots and Shoots (“R&S”).**

Your booking constitutes a formal agreement to hire venue facilities on these terms and conditions. The ‘hirer’ means the organisation/individual in whose name the booking is made. The hirer shall be jointly and severally liable for payment of the event. The ‘contract’ means the agreement between the R&S and hirer for a specific booking or series of bookings. These Terms and Conditions will form part of the contract, together with any other terms stated in the contract documentation.

**All invoices to be paid 2 weeks prior to the live day of the booking.**

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Cancellation Policy

**Changes to the booking and catering options will not be allowed within 3 working days of the booking date.**

**A minimum of 2 weeks’ notice is required for cancellations, otherwise charges will be incurred:**

**10 to 6 working days notice - 50% of total booking fee**

**5 to 1 working days notice - 75% of total booking fee**

**Cancellation on the day booked - Full Charge.**

**Working days are considered to be Monday - Friday, 09:00 - 17:00.**

**Emails sent or calls made outside of these hours will be picked within our office open hours and**

**therefore considered to be received the following working day.**

**Please read the terms and conditions (on a separate document).**

**By signing below you agree to the terms and conditions of hire and will accept responsibility**

**in the event that they are breached.**

| Signature: | Date (dd/mm/yy):  |
| --- | --- |