| 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** |  |

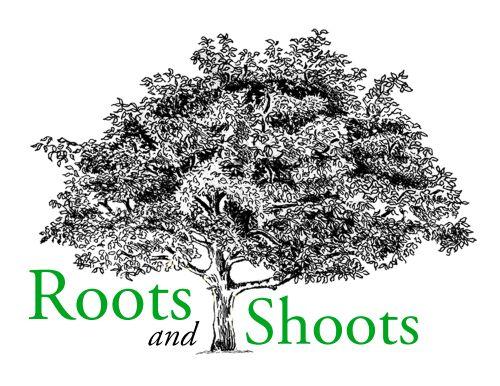
| Dates and Times | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date(s) Required:** *(dd/mm/yy)* |  | | | | | | | |
| **Arrival / Preparation Start Time:** |  | **Event Start Time:** |  | **Event Finish Time:** | |  | **Leaving / Clean up Finish Time:** |  |
| **Purpose 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 |
| --- |
| 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 Changes  While 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 | |
| --- | --- |
| **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](about:blank) |

**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.**

**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.**

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): |
| --- | --- |