

# Joan Elliot Meeting Rooms – Abbotts Hall Farm

## BOOKING FORM

### BOOKING CONTACT DETAILS

|                            |  |       |  |
|----------------------------|--|-------|--|
| Organisation               |  |       |  |
| Main Contact               |  | Phone |  |
| Email address              |  |       |  |
| Postal address for invoice |  |       |  |

### MEETING/ EVENT DETAILS

|                               |  |           |  |
|-------------------------------|--|-----------|--|
| Date                          |  |           |  |
| Start time:                   |  | End time: |  |
| Estimated MAX no of attendees |  |           |  |
| Purpose of meeting / event    |  |           |  |

### MEETING ROOM REQUIREMENTS Which room do you require?

| Please tick | Size   | Capacity        | Charges   |
|-------------|--------|-----------------|---|
|             | Large  | Up to 70 seated | Excludes VAT which is chargeable at the Standard Rate.<br>Minimum donation: £70.00 per half-day (9.00-12.30/ 13.00 to 16.30) or £20 per hour. |
|             | Medium | Up to 40 seated | Minimum donation: £50.00 per half day (9.00 to 12.30/ 13.00 to 16.30 or £15.00 per hour.  |

An additional charge will be required and advised upon booking where meetings take place after 6pm Monday to Friday or anytime at weekends.

What seating  format do require?

Theatre style:

Conference style:

Do you require a portable projector? Yes   
(Only applicable if you are booking the Medium Room)

Do you require details of our caterers for lunches? Yes

Would you like a Guided tour of the Farm and Coastal Realignment? Minimum of 2 hours. £5 per head donation. Minimum donation of £75 per leader. Yes



Abbotts Hall Farm  
Great Wigborough  
Colchester, Essex  
CO5 7RZ

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Fax 01621 862990

E-mail  
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Website  
www.essexwt.org.uk

Essex Wildlife Trust  
Company Registered  
No 638666 England

Registered Charity  
No 210065

VAT Registered  
No 945 7459 77

## **Terms & Conditions of Hire**

### **Bookings**

1. Provisional bookings will be taken without obligation and held for fourteen days. If relevant documentation and booking deposit are not received after this period has elapsed then the booking will be released.
2. No booking will be accepted from any person under 18 years of age.
3. Essex Wildlife Trust reserves the right to refuse any booking they do not deem appropriate to the venue.

### **Payments**

1. One off bookings: A completed booking form should be returned to Essex Wildlife Trust, Abbots Hall Farm, Great Wigborough, Colchester, Essex, C05 7RZ together with a deposit of 50% of the total hiring fee. Essex Wildlife Trust reserve the right to refuse any booking they do not deem appropriate to the venue. The balance of the hiring fee will be due 28 days prior to the event. If a booking is cancelled after the fee has been paid, it will only be refunded if Essex Wildlife Trust is able to re-let the venue. If it is possible to re-let the venue, Essex Wildlife Trust reserve the right to retain 25% of the total fee for administrative costs.
2. Applications for block bookings should be accompanied by payment of the first months hire charge. If the booking is subsequently cancelled before the commencement of the block booking, payment will not be refunded. After the first months hire, organisations will be invoiced at the beginning of each month – payment due within 14 days of the invoice. A minimum of 28 days' notice is required to cancel a block booking.
3. All social functions will also incur a returnable damage deposit.
  - a. For any function where alcohol, is to be brought onto the premises, a damage deposit of £400 is required. Hirers must be aware that this deposit will be banked and used to offset any costs incurred by Essex Wildlife Trust in the event of damage, loss, additional cleaning or caretaker hours. The damage deposit will be returned within 14 days of the hire if no additional costs have been incurred.
  - b. For social functions where alcohol is not brought onto the premises, a damage deposit of £250 is required. This will not be banked unless Essex Wildlife Trust incur any additional costs and will be returned within 14 days of the hire.

### **Conditions of Booking**

1. Hirers must be present throughout the hire period and the premises must not be left unattended at any time. The hirer is responsible for the conduct and behaviour of all persons attending their event.
2. Hirers are responsible for full cost of any incidents of major damage or vandalism.
3. No dogs except guide dogs are to be brought into the building. Any dog faeces must be bagged, sealed and removed from site. Any dogs permitted on site must be under strict control at all times and are not permitted on the farm (outside the curtilage of the gardens and buildings).
4. Essex Wildlife Trust accepts no responsibility for any personal items or equipment, belonging to the hirer, their guests or suppliers, whilst at Abbots Hall Farm.
5. Abbots Hall Farm is a working farm and therefore hirers, suppliers and guests should be made aware that although Essex Wildlife Trust will do its best to ensure there is no disturbance to your event, there may be agricultural vehicle movement on site in the car park, tracks or driveway at any time.
6. Persons under eighteen years of age are prohibited from consuming alcoholic beverages at Abbots Hall Farm.
7. Hirers and their guests must respect the privacy of our neighbours, including the three properties on the entrance.
8. Smoking is not permitted anywhere in the building or in any enclosed or partially enclosed structure at Abbots Hall Farm. Smoking is also not permitted within fifteen meters of a building entrance.
9. In the unlikely event of a booking being cancelled by Essex Wildlife Trust, the deposit will be returned to the hirer but Essex Wildlife Trust accepts no responsibility for any other loss to the hirer.

10. The building and site of Abbotts Hall Farm must be vacated by 12midnight unless prior agreement has been granted in writing by the Essex Wildlife Trust. The hirer agrees to leave the building in a clean and tidy condition. All furniture must be returned to designated areas and any kitchen equipment used, washed and put away. All rubbish must be bagged up and placed in the bins provided at the side of the building.
11. Essex Wildlife Trust is not responsible for the hirer's equipment.
12. Hirers using outside services i.e. discos, live bands etc should ensure that all electrical equipment to be used has a current PAT Certificate. Essex Wildlife Trust reserves the right to see a copy of the Certificates.
13. Clubs and Organisations must have their own Public Liability Insurance in place and Essex Wildlife Trust will need to see evidence of this.
14. There is a maximum number of persons allowed in each room and hirers should adhere strictly to this, as follows; Large Meeting Room: 80 seated, Medium Meeting Room: 40 seated.
15. Hirers must not attach any item, adhesive or other substance to the internal or external walls, screens or other fabric of the premises.
16. Smoking is not permitted anywhere in the building.
17. No dogs (except guide dogs) are to be brought into the building.
18. Hirers must familiarize themselves with the location of fire exits and alarm points. In the event of a fire the building must be evacuated, the meeting point is just outside the small timber farm office on the other side of the main drive. The Hirer is responsible for ensuring that fire exits are not obstructed at any time.
19. Any costs incurred by Essex Wildlife Trust as a result of the fire alarms being activated maliciously during a hire will be deducted from the damage deposit.

Essex Wildlife Trust reserves the right to amend or change these conditions at any time.

Essex Wildlife Trust reserves the right to terminate bookings or cancel future lettings at any time should any hirer disregard these terms and conditions.

### **Agreement**

We agree to the above Terms & Conditions of Hire and to pay any associated costs as detailed above if applicable as a result of a breach of these Terms & Conditions of Hire or incident/s of major damage or vandalism.

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**Signed**

**Printed**

**Date**

Position: \_\_\_\_\_

On behalf of :( Name of organisation) \_\_\_\_\_