



Room Hire at Ufton Court

Thank you for choosing Ufton Court for your meeting.

Please can you complete, sign and then return your booking form by (2 weeks) to enquiries@ufton.org.uk

Standard room hire includes:

A dedicated meeting room with WiFi access, a choice of seating styles, basic resources and tea, coffee and a water station.

Booking Details	
Date of visit	Click or tap to enter a date.
Room	
Arrival time	
Departure time	
Name of group	
Total no. of attendees	
Organisers Name	
Organisers Contact details (email and phone number)	

Please select from the following options	
Seating Arrangement (Please tick one option)	<div> BOARDROOM STYLE <input type="checkbox"/> </div> <div> CABARET STYLE <input type="checkbox"/> </div> <div> CLASSROOM <input type="checkbox"/> </div> <div> THEATRE STYLE <input type="checkbox"/> </div> <div> U-SHAPED (WITH TABLES) <input type="checkbox"/> </div> <div> U-SHAPED (WITHOUT TABLES) <input type="checkbox"/> </div>
Resources (tick all that apply)	Flipchart Stand (please provide own paper) <input type="checkbox"/> Please remember we are a beautiful old building and not a modern conference centre but, depending on the room, we can also offer: Whiteboard <input type="checkbox"/> Projector and screen <input type="checkbox"/>

Catering options			
Please choose one option from the following:			
Option 1 <input type="checkbox"/>	Option 2 <input type="checkbox"/>	Option 3 A <input type="checkbox"/> B <input type="checkbox"/>	Option 4 <input type="checkbox"/>
No catering	Homemade cookies / cake or traybake and fresh fruit	Homemade cookies / cake or traybake and fresh fruit Light lunch: Option A: Chef's homemade soup and bread rolls or jacket potatoes with a choice of fillings Option A: Selection of sandwiches, salads, and crisps.	Homemade cookies / cake or traybake and fresh fruit Lunch: For example, Chef's peri-peri chicken, new potatoes and seasonal vegetables
Tea, coffee, and water station.	Tea, coffee, and water station.	Tea, coffee, and water station.	Tea, coffee, and water station.
Included in hire price.	Additional £2 per head. Corp: £6pp	Additional £5.50 per head. Corp: £12pp	Additional £7 per head. Corp: £20pp
Enhance your visit with Ufton			
Please tick an option from the below to find out more about Ufton			
Many of our visitors like to know more about what we do, would you like one of the team to provide this? (5 minutes at a time to suit you on your agenda).			<input type="checkbox"/>
If you would like a short tour around the site to learn more about our setting and what we do, please allow 30 minutes.			<input type="checkbox"/>
Price information			
Room hire price			
Booking deposit			
Payment information	Bacs payments to: Account Number 63134418 Sort Code 08-92-99		
I have read, understood, and agree to the following: Booking terms and conditions Privacy Policy Hire of Ufton Court information below			
Organiser's signature:			
Organiser's name:			
Date signed:			

Room Hire of Ufton Court

1. Ufton is a multiuse site, there may be other groups and young people using other areas. We kindly request you remain in your designated area and clearly wear your visitor lanyard.
2. A full induction will be provided upon arrival. This will include what to do in the event of a fire, designated toilets, and other information to ensure a safe visit for everyone.
3. This is a non-smoking site. There is one small area available for those who need it, this will be shown to you on arrival.
4. Please ensure that fire exits are always kept clear and free of obstruction.
5. Ufton Court reserve the right to ask people to leave the premises at any time if behaviour is likely to cause offence, disturb others, or damage the fabric of the building or grounds.
You will be charged for all damage.
6. In the event of an accident, please contact reception. Ufton has several first aiders onsite.
7. Please leave the grounds as you would like to find them. All litter should be removed.
8. If you move any furniture, please put it back in its original place prior to departure.
9. Any breakages or damages should either be reported to reception immediately.
10. No-shows or cancellations within 24 hours with any catering will be charged at the full, non-discounted rate. You will be invoiced and expected to pay within 14 days.
11. No alcohol permitted, without prior arrangement from our Team.