



Worcester Woods Country Park

Meeting Room Facilities

Are you looking to book a meeting room or training venue with a difference?

The Countryside Centre, an eco building with turf roof and wood fuel boiler, is located in the grounds of the award winning Worcester Woods Country Park with its 100 acres of woodland and meadows. An ideal venue for a conference, meeting or team building event with quiet surroundings and the landscaped Worcestershire Garden. Situated only 5 minutes from junctions 6 & 7 of the M5.



Woodland Room - Conference Room

Seating - 50 people theatre style, 20 people conference style.

Charges:

Standard private hire -	£80 session / £120 all day
County Council / public sector -	£55 session / £85 all day
Charitable organisation -	£40 session / £60 all day

Meadow Room - Community Meeting Room

Seating - 30 people theatre style, 12 people conference style.

Charges:

Standard private hire -	£60 session / £85 all day
County Council / public sector -	£40 session / £60 all day
Charitable organisation -	£30 session / £45 all day



Pond Room - Environmental Education Room

Seating - 30 people theatre style, 12 people conference style. Room includes sink and workbench. Free wi-fi connection available.

Charges:

Standard private hire -	£60 session / £85 all day
County Council / public sector -	£40 session / £60 all day
Charitable organisation -	£30 session / £45 all day

All rooms offer wheelchair access and are available between approximately 9.15am - 1.00pm, 1.30pm - 4.45pm and 7.30pm - 10.00pm.

Each room is equipped with a projector screen and projector. A TV and video is available for hire.

Catering services available from The Orchard Café
Visit the Orchard Café website at www.theorchardcafe.co.uk

Room Hire Guidelines and Information

It is essential for all room hirers to familiarise themselves with these procedures.

We reserve the right to charge in full, if you cancel or do not confirm a provisional booking within 48 hours of the planned start time. This should be made with the Countryside Centre directly and not The Orchard Café.

If a provisional booking is not confirmed, we reserve the right to re-hire the room to another party. If we do this, we may waive the charge to you.

There is an information folder in each meeting room. For health and safety we ask the attendees to complete the signing in sheet, so there is a record of who is in the building. We also appreciate any feedback you may have.

Rooms can be hired during weekdays for a full day 09:00 until 16:45 or for a session. Session times are as follows:

09:00 - 12:15

12:45 - 16:45

Rooms can also be hired of an evening, where you will need to come and collect the keys from the countryside reception between 09:00 and 16:45 on the day of the meeting.

For weekend bookings, key collection will be arranged with you upon making the booking.

A fee of £20.00 will be charged to replace lost keys. Keys can only be collected from the reception point and not The Orchard Café.

At the end of your session, the meeting room furniture should be returned to the conference style standard layout, as outlined on the back of the door. Failure to do this will result in a £20.00 surcharge.

Any catering/refreshments enquiries should be directed to The Orchard Café on 01905 766492 or café@theorchardcafe.co.uk

Invoices will be sent out after the meeting. Any discrepancies should be made to the countryside centre support officer within 30 days of the date of invoice.

Projectors are available in all of our rooms, there is a £5.00 hire charge, please ensure to bring a laptop as we cannot provide these and reception will help with the setting up of IT equipment.

Flipchart stands with paper and pens are also provided in our rooms.

The countryside centre is keen to reduce carbon emissions and as such ask you to consider whether your attendees could car share, walk or use public transport. If you would like information about getting to the country park via public transport, please visit www.travelinemidlands.co.uk or call 08706 082608.