

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



ROOM SIZES & COSTS



WOODLAND ROOM (5.56 x 9.87m)

Seats 50 people theatre style 20 people conference style

Standard private hire:
£93 session / £134 all day

County Council / public sector:
£67 session / £98 all day

Charitable organisation:
£52 session / £72 all day



MEADOW ROOM (5.5 x 5.84m)

Seats 30 people theatre style, 12 people conference style

Standard private hire:
£72 session / £98 all day

County Council / public sector:
£52 session / £72 all day

Charitable organisation:
£42 session / £57 all day



POND ROOM (5.84 x 5.9m)

Seats 30 people theatre style, 12 people conference style
Room includes sink and workbench.

Standard private hire:
£72 session / £98 all day

County Council / public sector:
£52 session / £72 all day

Charitable organisation:
£42 session / £57 all day

Weekday daytime sessions – 9am-12.45pm, 1.15pm-5pm and evening sessions.

All rooms offer wheelchair access and are available during the week, weekends and evenings. Each room is equipped with a projector screen, projector and flipchart. A TV and video is available for hire. Free Wi-Fi available.

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





OUTDOOR SPACE

Outside space booking at Worcester Woods Country Park

Any event or activity which cannot be considered as 'informal recreation' may be required to pay for use of the space required.

This would include any event where:

- The event requires a booking form or tickets
- exclusive use of an area is required
- participants are required to pay
- the erection of gazebos or other structures
- the event / stall is set up for commercial gain
- the event is advertised
- a formal sport activity is occurring

Prices will vary dependent upon the area that is required. Please contact the Country Park if you are unsure if you need to book the area and for further details and prices.

MEETING ROOM HIRE TERMS AND CONDITIONS

- Cancellations must be made at least 7 days prior to the booking. Failure to do so may result in the full cost of the hire fee being charged.
- Provisional bookings should be confirmed or cancelled, giving at least 7 days notice. Again failure to do this could result in the full fee being charged.
- Cancellations should be made to the room bookings office on 01905 766155 or countrysiderb@worcestershire.gov.uk
- For block bookings of more than five sessions, one months notice will be required to cancel all bookings without occurring a cancellation fee.
- Meetings rooms are set out conference style. You are welcome to move the furniture around as you wish to accommodate your needs. The room should be returned to the conference layout at the end of your session. A £20.00 surcharge will be added to the hire fee should the room not be returned to the conference style layout.

They can be hired for a full day 09:00 until 17:00 or for a session. Session times during the week are: 09:00 – 12:45, 13:15 – 17:00 and after 18:00 for evening bookings.
- Should you wish to access the rooms before 09:00, arrangements must be made with the room booking office. Otherwise rooms will not be available before 09:00.
- For weekend bookings, arrangements to access the rooms will be made upon booking. Keys for evening bookings should be collected from reception on the day of the meeting before 16:30. A £20.00 fee will be charged to replace lost keys.
- Should you wish to order catering/refreshments, please contact The Orchard Cafe on 01905 766492 / cafe@theorchardcafe.co.uk Their website address is www.theorchardcafe.co.uk where you can view menus and prices.
- Refreshments / catering must be booked with the cafe at least 48 hours in advance.
- Projectors are available in all of our meeting rooms at a charge of £5.00. Please ensure to bring a laptop, as these cannot be provided. Reception can assist with the setting up of IT equipment.
- There are also speakers available in all rooms, as well as flip charts, with pens and paper. There is no extra charge for these.
- Photocopying and printing is available at Reception, at a cost of 5p per page. Invoices will be sent out after the booking.
- Any discrepancies should be made with the room bookings office, within 30 days of the invoice date.
- We are keen to reduce carbon emissions and ask you to consider if your attendees could car share, use public transport or walk. If you would like information on getting to the Country Park by public transport, please visit www.travelinemidlands.co.uk or call 0871 200 22 33.

For more information please call: 01905 766155 or e-mail: countrysiderb@worcestershire.gov.uk
Worcester Woods Country Park, Wildwood Drive, Worcester WR5 2LG