

Wayland House Room Booking Information

Room Availability & Rates:

Rooms available for booking – please read carefully before completing the booking form. There are a number of rooms available at Wayland House for booking at an hourly rate, half day rate or full day rate. Evening sessions will be charged at the hourly rate.

Room Name & Description	Rate per hour	Rate per half day	Rate per full day
<p><u>The Acorn Centre</u> This is a fully equipped Learning and Training room which is equipped with a high quality Audio-Visual Suite. The use of the AV system is included in the cost. The space can be booked for any kind of learning or training activity and for meetings and events for up to 40 people depending on the activity and room layout required. Please note this room is upstairs.</p>	£20.00	£80.00	£140.00
<p><u>The Beech Room</u> This area can be used as a small meeting room. It can accommodate up to 6 people. This room can also be used for small learning and training activities and as a quiet room for study and research.</p>	£15.00	£60.00	£100.00
<p><u>The Dragonfly Centre</u> This is a flexible space with excellent facilities and wheelchair access which can occasionally be booked by members of the community and businesses for exhibitions as well as events and meetings where disabled access is required. The use of the specialist frame hanging system is included in the cost.</p>	£20.00	£80.00	£140.00
<p><u>The Ash Room</u> This room can be booked by the hour by anyone who needs the short-term use of an office to do accounts or paperwork in peace and quiet. It can also be used for one to one interviews and counseling.</p>	£10.00	£40.00	£70.00

Booking a Room

Please complete the form (either electronically or hard copy), leaving the last section blank for office use, and return it to Wayland House, High Street, Watton, Norfolk, IP25 6AR or to suzanne@wayland.org.uk.

Your Needs

In order to help make your event or meeting successful we need to know as much as possible about your needs when completing the booking, so please tell us what you need and for approximately how many people.

- tea/coffee and biscuits per person (£1.50)
- a light lunch or continental breakfast per person (from £4.50). Contact us for options.
- audio-visual equipment, (including projector and screen, flip chart, document reader)
- room layout
- laptop computers, projectors and projection screens are available for hire at additional cost (ask for details)

Payment

Invoices will be provided on the day or soon after the event. For evening meetings, an additional charge at our discretion will be added for more than 15 minutes of time beyond what has been booked.

Payment may be made by BACS: Barclays Watton; Sort Code: 20-28-20 Acc No: 50718246. Cheques should be made payable to The Wayland Partnership and sent to: Wayland House, High Street, Watton, Thetford, Norfolk, IP25 6AR.

Cancellations

Bookings cancelled within 24 hours of the event will be charged at 50%.

Contact

Please contact us at Wayland House (01953 883915) if you wish to discuss your requirements with us or check availability of dates before completing the form. Confirmation of the booking will be sent by email or post if required.

WAYLAND HOUSE ROOM BOOKING FORM

SECTION 1: TO BE COMPLETED AT TIME OF BOOKING PLEASE USE A SEPARATE FORM FOR EACH EVENT		NOTES:
Date when booking made and form submitted		
Full name & contact details of person making the booking		Please note that a charge may be made for cancellations.
Full name & contact details of person in charge of event on the day (If different from above)		
Your purchase order or reference number (If required)		
Date of event/meeting		
Room required		
Number of people expected to attend		
Purpose of event		E.g. Training, meeting, workshop
Start and end time of booking		
Equipment/Refreshments required		Projector/laptops/flipchart coffee etc./ light refreshment
Please tell us anything else you think we may need to know		

SECTION 2: TO BE COMPLETED ON THE DAY OF THE MEETING/EVENT BY PERSON IN CHARGE			
Time of arrival:	Time of departure:	No of attendees:	Signature:

FOR OFFICE USE ONLY				
Booking Confirmed	Charges	Invoice Ref. No	Invoice Sent	Payment Received
	Room Hire			
	Drinks			
	Refreshments			
	Other			
	Total To Pay			

Thank you for completing this booking form. We look forward to welcoming you to Wayland House.

Please return to: Suzanne Rhind, Wayland House, High Street, Watton IP25 6AR or email suzanne@wayland.org.uk .