



RODBASTON HALL

weddings & conferences

Part of South Staffordshire College



CONFERENCES &  
MEETINGS BOOKING FORM





# Welcome

The 19th century Rodbaston Hall is based within the heart of the stunning 180 hectare rural Rodbaston Estate part of the South Staffordshire College campus at Penkrudge and is ideally located with easy links to the Midlands motorway network.

The elegant rooms offer breathtaking views across the extensive landscaped gardens, which offer an ideal place to relax and unwind. Whether you are catering for 10 guests or 100 our carefully chosen menus can be tailored to your individual tastes.

With dedicated events staff on hand to ensure your day runs smoothly Rodbaston Hall is a superb venue that provides everything you could possibly need as an event organiser.

## **Rodbaston Hall includes:**

- Ample Free Parking
- A choice of Rooms to suit your numbers
- Free wifi with a dedicated password if required
- Full use of AV equipment – lap top, projector, screen, lecturn, microphone and links to wall mounted display screens in each room.
  - Flip charts and pads, wipe board and pens
  - Conference paper and pencils for all delegates

**If you have any specialist requirements, please contact our Events Team on 01785 710509 or email [events@rodbastonhall.co.uk](mailto:events@rodbastonhall.co.uk)**

## Client Details

Organisation Name:
Event Facilitator:
Postal Address:
Postcode:
Email Address:
Telephone Number:
Event Facilitator Direct Line:

## Conference Information

Title of the Event:			
Date of the Event:	Start Time:	Finish Time:	
Nature of business (please tick)			
<input type="checkbox"/> Meeting	<input type="checkbox"/> Training Session	<input type="checkbox"/> Seminar	<input type="checkbox"/> Conference
<input type="checkbox"/> Other (please specify)			
Number of Attendees:			

## Room Layout

<input type="checkbox"/> Boardroom	<input type="checkbox"/> Cabaret	<input type="checkbox"/> Classroom	<input type="checkbox"/> Theatre	<input type="checkbox"/> U-Shape
<input type="checkbox"/> Other (please specify)				

## Equipment Required

Please tick as required

<input type="checkbox"/> Flipchart, Pads & Pens	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Extension Leads	<input type="checkbox"/> Laptop
<input type="checkbox"/> LCD Projector and Screen	<input type="checkbox"/> Microphone	<input type="checkbox"/> Lecturn	

# Refreshments

	Time	Quantity
<b>On Arrival</b>		
Tea & Coffee	<input type="text"/>	<input type="text"/>
Traditional Biscuits	<input type="text"/>	<input type="text"/>
American Cookies	<input type="text"/>	<input type="text"/>
Flowerpot Muffins	<input type="text"/>	<input type="text"/>
Fruit juice per litre	<input type="text"/>	<input type="text"/>
Cordial Selection	<input type="text"/>	<input type="text"/>
Bottled Water (750ml) Still	<input type="text"/>	<input type="text"/>
Bottled Water (750ml) Sparkling	<input type="text"/>	<input type="text"/>

	Time	Quantity
<b>Breakfast Items</b>		
Warm Breakfast Rolls	<input type="text"/>	<input type="text"/>
Yoghurt Pots	<input type="text"/>	<input type="text"/>
Morning Cocktail Pastries	<input type="text"/>	<input type="text"/>
Seasonal Fruit Bowl (min of 4 guests)	<input type="text"/>	<input type="text"/>
Seasonal Cut Fruit Platter (min 4 guests)	<input type="text"/>	<input type="text"/>

	Time	Quantity
<b>Mid Morning</b>		
Tea & Coffee	<input type="text"/>	<input type="text"/>
Traditional Biscuits	<input type="text"/>	<input type="text"/>
American Cookies	<input type="text"/>	<input type="text"/>
Flowerpot Muffins	<input type="text"/>	<input type="text"/>
Fruit juice per litre	<input type="text"/>	<input type="text"/>
Cordial Selection	<input type="text"/>	<input type="text"/>
Bottled Water (750ml) Still	<input type="text"/>	<input type="text"/>
Bottled Water (750ml) Sparkling	<input type="text"/>	<input type="text"/>

	Time	Quantity
<b>Mid Afternoon</b>		
Tea & Coffee	<input type="text"/>	<input type="text"/>
Traditional Biscuits	<input type="text"/>	<input type="text"/>
American Cookies	<input type="text"/>	<input type="text"/>
Selection Tray	<input type="text"/>	<input type="text"/>
Bake Cakes	<input type="text"/>	<input type="text"/>

	Time	Quantity
<b>Lunch</b>		
Tea & Coffee	<input type="text"/>	<input type="text"/>
Fruit juice per litre	<input type="text"/>	<input type="text"/>
Cordial Selection	<input type="text"/>	<input type="text"/>
Bottled Water (750ml) Still	<input type="text"/>	<input type="text"/>
Bottled Water (750ml) Sparkling	<input type="text"/>	<input type="text"/>
Seasonal Fruit Bowl (min of 4 guests)	<input type="text"/>	<input type="text"/>
Seasonal Cut Fruit Platter (min 4 guests)	<input type="text"/>	<input type="text"/>
Selection Tray	<input type="text"/>	<input type="text"/>
Bake Cakes	<input type="text"/>	<input type="text"/>

	Time	Quantity
<b>Working Lunches</b>		
<b>Classic</b>		
Sandwich Lunch	<input type="text"/>	<input type="text"/>
<b>Premium</b>		
Sandwich Lunch	<input type="text"/>	<input type="text"/>
<b>Fork Buffet</b>		
Main Course	<input type="text"/>	<input type="text"/>
Option One	<input type="text"/>	<input type="text"/>
Main Course	<input type="text"/>	<input type="text"/>
Option Two	<input type="text"/>	<input type="text"/>
Vegetarian Option	<input type="text"/>	<input type="text"/>
Dessert Option	<input type="text"/>	<input type="text"/>

	Time	Quantity
<b>Day Delegate Option</b>	<input type="text"/>	<input type="text"/>
<b>Additional Items</b>		
Warm Breakfast Rolls	<input type="text"/>	<input type="text"/>
Cocktail Pastries	<input type="text"/>	<input type="text"/>

Special requirements: (Please Specify)

# Payment Type



Invoice



Credit Card



Cheque

All bookings will be regarded as firm and a contractual relationship having been created when a completed and signed booking form and a signed copy of Rodbaston Hall's terms and conditions, along with a 10% deposit (if applicable), are received by South Staffordshire College and then accepted by the College in writing or by fax or email.

## Please return to:

**Email:** events@rodbastonhall.co.uk

**Post:** Conference and Events Coordinator, Rodbaston Hall, South Staffordshire College, Rodbaston Drive, Penkridge, Staffordshire, ST19 5PH

# Terms and Conditions of Business

## South Staffordshire College ("the College")

Rodbaston Hall conference and event facilities are offered by South Staffordshire College. Contracts with the Client organisations are made between the Client named on the booking form and South Staffordshire College.

## Authority to act on behalf of the client organisation

The Client confirms that South Staffordshire College is entitled to accept that the person signing the booking confirmation form is authorised by the Client organisation to enter into a binding contractual relationship on behalf of their organisation with South Staffordshire College.

## Importance of the booking form

All bookings will be regarded as firm and a contractual relationship having been created when a completed and signed booking confirmation, along with a 10% deposit (unless the requirement for a deposit has been waived in writing by the College), is received by South Staffordshire College and then accepted by the College in writing or by fax or email. Reservations will be regarded as provisional until the booking confirmation form and deposit (if applicable) has been received and accepted. Up until that point South Staffordshire College will be free to accept firm bookings from other clients.

## Quotations

All quotations are based on an agreed maximum number of people and are guaranteed for 28 days.

## Confirmation of final details

Client organisations are required to confirm numbers attending, including (where possible) names of those attending and all other arrangements required (but which do not form part of the standard meeting package) by setting out the required number of attendees on the Booking Form. Should numbers fall below the agreed number; the client shall still be liable for payment based on the agreed number. Should the client request an increase in the number of guests the College may at its discretion agree to accommodate the extra requirement and charges will be increased accordingly. However, this cannot be guaranteed.

## Education at South Staffordshire College

South Staffordshire College reserves the right to decline, bookings from clients who wish to offer education or development activities at South Staffordshire College. Such Clients are required to make full details of their intended activities known at the time of making their booking. Where the relevant information is only supplied by the Client (or becomes known) after the booking has been accepted, South Staffordshire College reserves the right to cancel the relevant booking(s) without notice, if it appears to South Staffordshire College that the intended activities might conflict with its' own activities.

## The South Staffordshire College Brand

The South Staffordshire College logo may not be used without the consent of the college.

## Prevent duty

The college reserves the right to decline bookings from organisations or individuals that seek to promote extremists views, attempt to radicalise students/attendees or cause disruption through controversial views or planned content.

## Charges

The rates at which the College will charge for the attendance of delegates will be as specified in the booking confirmation form. The Client will be notified of any additional costs during the event if additional services are requested.

## Cancellation or alteration

South Staffordshire College reserves the right to cancel or refuse a booking up to 60 days prior to the event for any reason without compensation payable to the Client. In the event of circumstances beyond the College's control eg floods, fire, storm damage, strikes etc the College reserves the right to cancel a booking at any time prior to the event without compensation payable to the Client. The College accepts no liability for losses or any consequential losses if the booking has to be cancelled by the College.

## Cancellation or alteration

In the unlikely event of South Staffordshire College needing to cancel a booking we will refund all monies paid. In the event of a booking being cancelled by the Client, the following charges in relation to loss of revenue (to include room hire, food and beverage purchase and any equipment hire) will apply.

90 days or more prior to date of the function	10% of the full price
Less than 90 days but more than 60 days of the function	25% of the full price
60 days or less but more than 30 days of the function	50% of the full price
30 days or less but more than 7 days of the function	75% of the full price
7 days or less of the function	100% of the full price

Please note that the 10% deposit is non-refundable if the Client cancels for any reason. All cancellations by the Client must be in writing and received by the College to be effective.

## Responsibility for damage

No items shall be fixed to any part of the building by any means whatsoever without prior written consent of South Staffordshire College. No posters/flipcharts, paper etc will be stuck to walls or decorated areas. The Client will be responsible for meeting the cost of any repair or replacement of South Staffordshire College property that arises from any damage, carelessness, neglect or default of any of its' delegates, guests or visitors. Where it is believed such attributable damage has occurred, the College will contact the Client as soon as possible. The College shall not be liable for any loss or damage to the property of the Client or the Clients delegates guests or visitors as may so occur. In the case of loss or damage to the Client's property, it shall be reported and noted by a member of staff at the time of discovery thereof and reported to the police within 24 hours, if theft or criminal damage.

## Car Parking

The College will provide car parking free of charge to the Client in the visitor car park. Cars can drop off any materials at the front of the building but cars should then be moved immediately to the visitor car park. Information regarding disabled parking will be provided in the booking confirmation form.

## Provisions of Food and Beverages

No food or beverages of any kind are permitted to be brought onto the College's premises by the client or their guests without prior agreement.

## Health, safety and fire procedures

On signing this document the client agrees to comply with all health and safety and fire precautions issued by the College. In compliance with current UK legislation, smoking is not permitted within any enclosed area on the College site. Designated smoking areas are clearly signposted. The venue has been risk assessed by the College for the use as a wedding, conference and exhibition facility. Hirers wishing to use the venue for other activities must first seek permission from the College. Any electrical equipment that is to be used on site must have evidence that it has been recently tested by an electrician. Children on site must be fully supervised at all times as the College has a working farm, ponds and deep reservoirs within the grounds.

## Value Added Tax

All prices set out in the College's brochures, booking confirmation form and other documents include VAT. VAT will be charged at the rate prevailing at the time the service or facility is supplied.

## Settlement terms

Payment of the Client's final invoice is due for settlement within fourteen days from the date of issue. The College reserves the right to charge interest for late payment of our invoices at the rate of 8% per annum from the due date.

## Entire agreement

These terms and conditions of business and the applicable booking form constitute the entire basis of the contractual relationship between the College and its conference clients.

I agree to the terms and conditions above:

Signed on behalf of:

Date:

Rodbaston Hall, Rodbaston Drive, Penkridge, Staffordshire, ST19 5PH  
**Email:** events@rodbastonhall.co.uk • **Website:** www.rodbastonhall.co.uk

**01785 710509**



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## By Car (From the M6)

Leave the M6 at junction 12 and join the A5, Westbound towards Telford. Take the third exit off the roundabout onto the A449 (Stafford & Penkrige). Rodbaston Hall is approximately 1/2 a mile on the right, please take the entrance signposted main entrance.

## From Telford

Follow the A5 towards Cannock. At the junction with the A449 take the first exit at the roundabout. Rodbaston Hall is approximately 1/2 a mile on the right, please take the entrance signposted main entrance.

## By Rail

There are three rail stations locally placed near Rodbaston Hall:

- Penkrige, (1.5 miles)
- Cannock, (5 miles)
- Hednesford, (5 miles)

For train times, please visit [www.thetrainline.com](http://www.thetrainline.com)

## By Bus

Cannock Bus Station is 4 miles from Rodbaston Hall.

## By Air

Birmingham International Airport is within 25 miles of Rodbaston Hall.



Rodbaston Hall, Rodbaston Drive,  
Penkrige, Staffordshire, ST19 5PH

**Email:** [events@rodbastonhall.co.uk](mailto:events@rodbastonhall.co.uk) • **Website:** [www.rodbastonhall.co.uk](http://www.rodbastonhall.co.uk)

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