

**Rooms and Packages (All prices include 20% VAT which will change in line to the VAT rate)**

<b>Rooms and Capacity</b>				<b>Prices</b>	
	<b>Theater</b>	<b>Cabaret</b>	<b>Boardroom</b>	<b>Per Hour</b>	<b>Full Day (From 9.00 - 17.00)*</b>
<b>Auditorium*</b> Minimum of 3 hours booking	140	84	x	£70	£355
<b>Windermere Suite</b> Minimum of 3 hours booking	100	60	30	£50	£235
<b>Langdale Suite</b> Minimum of 3 hours booking	80	30	20	£45	£215
<b>Silverdale Suite</b> Minimum of 3 hours booking	40	16	12	£40	£195
<b>Boardroom</b>	x	x	12	£45	£225
<b>Ribble Valley</b>	30	12	12	£35	£170
<b>Green Room</b>	<i>*Please enquire*</i>			£40	£175
<b>Extras</b>				<p><i>All rooms come with complimentary access to wifi, flipchart and projector. Please ask if you require any further equipment as we may be able to provide them for you.</i></p> <p><i>Refreshments are served as private in the room or in the Lounge area. Please request your preference.</i></p> <p><b><i>*For bookings outside of standard office hours, please enquire for prices</i></b></p>	
<b>Unlimited Tea &amp; Coffee</b>			<i>£2 per head</i>		
*The Auditorium comes with two large screens, TVs and projectors, as well as microphones and a PA system. <b>If you wish to hire a technician we can provide this service</b>			<i>Auditorium technician £20 per hour</i>		
<b>Nibbles &amp; Lunch</b> (please fill in additional form below)			<i>See below</i>		

## Valley Coffee Catering Request Form

Please tick to indicate which option you would like. (All prices include VAT at 20% which will change in line to the VAT rate) Please outline any special dietary requirements and quantities per head below. If there are any changes to dietary requirements we require at least 1 week notice prior to the booking.

Mains	Price Per head	How many	Allergy/Additional Info
Sandwiches Buffet with Salads & Crisps	£7.50		
Hot Chicken & Tomato Penne Pasta with Garlic bread	£7.95		
Soup & Bread Rolls	£5.95		
Traditional Lancashire Hot Pot (minimum of 12 servings)	£8.95		
Breakfast Barms (Bacon <b>or</b> Sausage)	£4.50		
Breakfast Barms (Bacon <b>&amp;</b> Sausage)	£5.50		
Canapes 3 per person (minimum of 15 servings for canapes)	£6.50		
<b>Extras</b>			
Selection of Cakes <b>or</b> Homemade Scones	£2.50		
Fruit Platter	£3.00		
Crudite & Dip Platter	£3.00		
Pastries <b>or</b> Teacakes	£2.25		



# Valley Conferencing

## Terms and Conditions

**Booking confirmation:** Booking is confirmed by Valley Centre Developments Ltd receipt of a **signed booking form** agreeing to these terms and conditions. Valley Centre Developments Ltd will hold a booking without this confirmation for 48 hours of the booking request after which time Valley Centre Developments Ltd may agree to book the space to another client. Valley Centre Developments Ltd require all provisional bookings are confirmed within 7 days any reservations not confirmed within this time may be canceled.

**Payments:** The full payment of your booking should be made 7 days in advance of your event. An invoice specifying the agreed payment due date will be sent to you 30 days prior to your event or as soon as you request the booking.

**Deposits:** Valley Centre Developments Ltd may require a deposit of 20% in order to confirm your booking. At which point an invoice will be sent out verifying agreed details including payment deadline. This will be the day the booking is required unless otherwise agreed. Failure to provide a deposit and/or pay the full invoice within the agreed deadline may result in Valley Centre Developments Ltd refusal to provide facilities on your arrival.

**Changes to Booking:** Items charged per head will require agreed delegate numbers at time of booking in order to accurately charge. These numbers can be adjusted as changes to the booking with no loss incurred up to 7 days before the event. After which period Valley Centre Developments Ltd will not refund any delegates who do not attend. Should more delegates attend your event than what was agreed upon in the booking process Valley Centre Developments Ltd may charge for each additional delegate. Changes to the original booking can be made and agreed upon up to 7 days before the event with no loss incurred. After which period Valley Centre Developments Ltd are not required to accommodate any major changes.

**Cancellation Policy:** Should you wish to cancel your booking Valley Centre Developments Ltd will endeavour to minimise the loss as far as possible, but may nevertheless charge a cancellation fee calculated according to the period of time between cancellation and the proposed event. Either party may cancel up to 2 months prior to your event with no liability. You may cancel at no extra cost up to 28 days before your event date. Cancellation after which period may result in loss of any deposit. Cancellation within 7 and 2 days before your event will incur a charge of 25% of the total booking. Cancellation within 48 hours of agreed access time will incur a charge at the full cost of your booking. Non-arrival to your booking without prior notice will also incur a charge at the full cost of your booking. Following the commencement of your event, Valley Church reserves the right to halt it in the event of unacceptable conduct of delegates or attendees. This course of action will be taken as a last resort and would result in 100% loss of income payable.

**Timekeeping Policy:** Valley Centre Developments Ltd will endeavor to ensure the premises are open on the time of agreed required access. Should a member of staff arrive less than 30 minutes after the agreed access time for your booking Valley Centre Developments Ltd will refund the first hour of your booking. Should a member of staff arrive over 30 minutes after the agreed access time Valley Centre Developments Ltd will refund the full cost of room hire. Valley Centre Developments Ltd will not refund any time for which you arrive after the agreed access time without over 48 hours notice given. Should you run over the agreed access time Valley Centre Developments Ltd may decide to charge a full hour's rate should you stay over 10 minutes after agreed access time and subsequent hours with the same grace period of 10 minutes.