

THE FARMHOUSE 
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Meetings & Conferences

Don't just book a meeting, organise an experience.

Booking Details & Billing Instructions

Please provide us with your full contact details and as much information about your booking requirements as possible.

Once you have completed this form, please scan and send it to events@thefarmhouse.gg so that we may provide you with a full written quote confirming our current prices and availability.

Meeting Date:

Organisation:

Contact Person:

Telephone Number:

Email Address:

Address:

Contact on the Day:

Billing Instructions:

Additional Comments or Requests:

Meeting & Conference Facilities

Please select your preferred meeting room, layout and times below, and provide approximate numbers.

The use of our Gazebos is weather dependant and we therefore kindly ask that you also reserve one of our indoor meeting rooms in case of bad weather.

Meeting Rooms	Layout	Capacity	Time From	Time Until	Pax
The Courtyard	Theatre	180			
	Classroom	90			
	Boardroom	40			
	U-Shape	26			
The Garden Bar	Theatre	24			
	Classroom	24			
	Boardroom	18			
	U-Shape	15			
The Hornet's Nest	Theatre	30			
	Classroom	24			
	Boardroom	26			
The Beehive	Boardroom	20			
Large Gazebo	Round Table	20			
Small Gazebo	Round Table	8			

Equipment (Please Tick)	Fee	Courtyard	Garden Bar	Hornet's Nest	Beehive
Projector & Screen	£20.00		N/A	N/A	N/A
LCD TV	£10.00				
DVD Player	£10.00				
Conference Phone	P.O.A.	N/A	N/A		
Flip Chart & Pens	£15.00				
Stage & Microphone	£20.00		N/A	N/A	N/A

Please note that some capacities may be reduced with the use of visual equipment.

Food & Beverage Requirements

Please select your initial food and beverage requirements from the options below, including your preferred timings and how many people are to be catered for.

Additional food and beverages will be available to purchase on the day as required.

On Arrival	Unit Price	Quantity	Time
750ml Still Mineral Water	£3.70		
750ml Sparkling Mineral Water	£3.70		
1L Jug of Freshly Squeezed Orange Juice	£14.95		
1L Jug of Apple Juice	£7.95		
1L Jug of Cranberry Juice	£7.95		

Breakfast / Brunch	Price Per Person	Covers	Time(s)
Selection of Teas & Filter Coffee	£1.95		
Fruit Platter	£4.95		
Fresh Pastries	£2.50		
Bacon Butty	£4.95		
Sausage Sandwich	£4.95		
Fried Free Range Egg Sandwich	£4.95		
Full Vegetarian Breakfast	£9.95		
Full English Breakfast	£10.95		

Additional Requests or Comments	
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Food & Beverage Requirements

Please select your initial food & beverage requirements from the options below, including your preferred timings and how many people are to be catered for. Please note that all prices are subject to change and upon receipt of the completed form, we will be pleased to provide you with a full written quote confirming our current prices and availability. Additional food and beverages will be available to purchase on the day as required.

Morning / Afternoon Refreshments	Price Per Person	Covers	Time(s)
Selection of Teas & Filter Coffee	£1.95		
Homemade Shortbread Biscuits	£1.00		
Fresh Pastries	£2.50		
Slice of Homemade Cake	£3.95		
Additional Requests or Comments			

Lunch / Dinner	Price Per Person	Covers	Time(s)
Sandwich Platter	£7.95		
Canapés (Min 10 pax)	From £8.00		
Finger Buffet (Min 20 pax)	£12.95		
Cold Buffet (Min 15 pax)	£13.95		
Hot Fork Buffet (Min 30 pax)	£14.95		
Carvery Buffet (Min 40 pax)	£19.95		
Dessert Buffet	£5.00		
1 Course Set Menu	P.O.A.		
2 Course Set Menu	P.O.A.		
3 Course Set Menu	P.O.A.		
Fairtrade Tea & Coffee	£1.95		
Handmade Petit Fours	£1.00		
Additional Requests or Comments			

