Wisdom CENTRE

Group Booking Form and Price List (v2027.1)

Group/ Organisation Name:		**Contact Person:**	
Billing Address:		Contact No:	
		Email Address:	

Can we retain your contact on our database? **Yes** ☐ would you like to receive our monthly newsletter? **Yes** ☐
(Please see our GDPR compliant Privacy Policy at www.wisdomhouseromsey.co.uk)

Day of Event: **Date of Event:**	**Estimated Arrival Time:** ***NB: we are unable to let guests in before 9am without prior arrangement.***	**Estimated Departure Time:**
Nature of Event: **Name of facilitator/ Group leader:**		
Estimated Number of attendees:		*Final numbers must be confirmed 7 days prior to the event and will be the minimum charged for. Extra guests may be added by arrangement with Wisdom Centre and will be charged accordingly.*

NB: A non-refundable deposit of 20% of the total cost is required at the time of booking.

Room Requirements: For full details and hospitality options, please see our Price List for Room Hire and Catering.

Please **'X'** your requirements from the following options:			
Conference Room: Min. of 10 persons with catering, see page 5 for layout options.	☐	**Creative Room:** Max 20 guests seated at tables, café or classroom style	☐
Sitting Room: 7 guests using sofas, and up to 16 with additional chairs.	☐	**Prayer Room:** Max 25 in half moon layout	☐
Quiet Room: 6 guests in tub chairs for relaxed ambience, or meeting style	☐	**The Dining Room** as an additional breakout room (once staff have cleared after lunch) a small charge will apply	☐

Conference Room Layout: Please **'X'** to indicate. See page 5 and 6 for layout options, please call to discuss Yoga (i)							
(a) Theatre Style Max 40 (approx.)	☐	(b)Café Style 32 – 4 to each table	☐	(c)Horseshoe Style 16 with tables 20 with chairs only	☐	(d)Boardroom Style 16-20	☐
(e)Classroom Style Max 18 (approx.)	☐	(f)Circle Style Max 21 (approx.)	☐	(g) Café Style with low coffee tables 20 – 4 to each table	☐	(h) Cabaret Style with low coffee tables 20 – 4 to each table	☐

Equipment Required: Please **'X'** to indicate requirements, note that we will do our best to provide a laptop should there be technical issues. We recommend you bring your presentation on a USB stick as a back-up.				
Projector:	☐	Flip Chart/ Markers:	☐	Any further information?

Do you need catering?

Our hospitality packages include our welcoming reception area and self-serve refreshments on arrival. All guests are welcomed in person by our staff. Guests for an away day/ conference/ quiet day will be shown to their groups' room.

Arrivals and Refreshment Options			
Arrival Refreshments: Tea coffee and biscuits; Tea/ Coffee throughout day State if specific times are required:	Yes ☐	Would you like to add Simple Morning package of muffins/ pastries (option F on Pricelist)	Yes ☐
Arrival refreshment time**?**		Mid-morning refreshment time?	
Lunch Options – Choose **ONE** Option for whole group and Indicate Options A **or** B as applicable with your selection. All options include a dessert and all-day refreshments with tea and cake in the afternoon if needed.			
Buffet: Cold/Hot (Option A on Price List) **(Call or email for delicious hot options)** **or;** **Sandwich platter:** (Option B on Price List) **or;** **Jacket Potato:** (Option C) **or;** **Fresh Soup, bread, cheeseboard:** (Option D) **Panini – various options** (option E) *****Call for details of a hot pasta option at this price point*****	A ☐ B ☐ C ☐ D ☐ E ☐	**Yes** we would also like to break for **Tea and Cake** Preferred time for Tea and Cake? **Note:** Tea and Cake is complementary for all day groups who are with us for lunch – options A, B, C, D or E. If you just require tea and cake see below.	Yes ☐
Preferred time for lunch?			

Or - Short of time? Why not go for an early start or afternoon package? – Evenings by special arrangement.

Early Morning, Afternoon and Evening Options – Choose **ONE Option** and Indicate **Options E, F or G** as applicable with your selection. All options include arrival refreshments.			
Option F on Pricelist: Afternoon Tea, Delegates arrive at 1 PM for afternoon only **Option G on Pricelist:** Simple Morning package muffins/ pastries, tea/coffee **Option H on Pricelist:** Hot filled roll with bacon/ V sausage, pastries, fruit, yoghurt.	F ☐ G ☐ H ☐	**Evenings (by special arrangement)** Sandwich platter: (**Option B** on Price List) Jacket Potato: (**Option C** on Price list) Homemade Soup: (**Option D** on Price List) Panini – various (**Option E** on Price List)	B ☐ C ☐ D ☐ E ☐
Special Dietary and other Needs – please indicate any special requirements. These could include diet, access requirements or other additional needs:			

Parking: We have very limited parking available, usually for approximately 6 cars. Many groups do not need to use public car parking if they operate a car share scheme. Romsey is well served by public transport. Several public car parks are within a very short walk of Wisdom Centre at reasonable cost. We can supply details/ maps on request.

Cancellation Policy: Wisdom Centre reserves the right to modify or cancel any booking in the event of unforeseen circumstances. If such a situation arises, we will inform you as soon as possible and offer you a full refund. If you wish to cancel a booking made with Wisdom Centre, please note the following:

- In the event of cancellation with more than 28 days to the event – 20% deposit will be lost.
- In the event of cancellation with 28 days or less prior to the event – 50% of the total cost (based on the information given on the booking form) will be due.
- In the event of cancellation 7 days or less prior to the event – 100% of the total cost (based on the information given on the booking form) will be due.

For office use only

Cost per person/event:	Deposit: Invoice: Pd:	Balance: Invoice: Pd:

Price List for Room Hire and Catering - (v2027.1)

Our hospitality packages include our welcoming reception area and refreshments on arrival. All guests are welcomed in person by our staff. Guests arriving for an away day, conference or quiet day will be shown to their room. **If you are interested in booking a Wake or large family gathering please contact us for a separate price list and booking form.**

Catering and refreshments: Our inclusive hospitality packages make your day even more enjoyable. We believe our reasonably priced catered options, inclusive of room hire, are cost effective, keeping groups together for the day and help your organisation make better use of valuable time. Rooms are also available on a non-catered 'room only' basis.

Guests booking a full day would typically arrive at 9am and vacate the room by 4pm. Half day rates are typically 9am to 12.30pm/ 1pm to 4.30pm. Evenings are 5 or 6 - 9pm. We can offer some flexibility on timings by arrangement. If you require delegates to arrive before 9am a small extra charge will apply.

Room Hire with Catering Options

This includes room hire, all day tea and coffee, biscuits and cake in the afternoon and your choice of home prepared lunch taken in our dining room. This price is charged per person. We will suggest the most suitable room(s) for your event and number of guests – Please do visit us to view our rooms and facilities.

Options **All with dessert**	**Min. No. Guests**	**With Room options**	**Price per person**
Buffet - Cold (A) Includes selection of Salmon or smoked fish, cold meats, Quiche/ Pizza, sides and hot potato dish. Hot Buffet of warming pasta dishes, freshly made pies, chillies and curries. (call to discuss)	12	Conference Sitting Room Creative Room	£42.50 (12 guest minimum)
Sandwich platter (B): Selection of popular sandwich fillings on white/ brown bread, side dishes of Crisps and savouries. **Jacket Potato (C):** Selection of fillings with side salad, e.g. Cheese, Beans, Tuna mayo & sweetcorn, Chilli, Coronation Chicken. **Homemade Soup (D):** Freshly made soup with a selection of bread, crackers with cheeses. **Panini (E):** Various meat and veg options.	6 6 6 6	Any	£33.25 (6 guest minimum) **Saturday minimum is 10 guests**
Desserts (included in all options): Yoghurt with fruit topping (healthy option) Eton Mess, Apple Crumble/ Pie, Cheesecake, Chocolate/ Fruit tart or similar hot pudding. Fresh fruit bowl is provided with all options.		Any	Included – No additional Charge
Extras for early starters (G): Selection of breakfast muffins and pastries with tea and coffee **(H):** Bacon Rolls and Vegetarian sausage in a bun for vegetarians)	6 6	Any Room, (An additional £25 ph room charge may apply for a start prior to 9am.)	£3.60 per person plus additional room charge.
Half Day/ Evening Hospitality Package inc. Room Hire **Option F:** Afternoon Tea, Delegates arrive at 1 PM **Option G:** Simple Morning package muffins/ pastries, fresh fruit bowl, tea/coffee **Option H:** Hot filled roll with bacon/ V sausage.	**Min. No. Guests** 6	**With Room Options:** Any room (Min of 10 guests for conference room) This price is available for Morning and afternoon half day only	**Price Per Person:** £21

Room Hire Only Options

Due to Environmental Health Regulations we are usually unable to allow guests to use our commercial kitchen facilities or eat packed lunches alongside other guests eating food prepared in our kitchen. For 'community groups and charities we can offer our creative room for meetings. This has tea and coffee making and washing up facilities. Otherwise lunch will need to be arranged offsite with our 'room only option.' Cafes and supermarkets are situated within a short walk.

Conference Room – Usually from 9am -4.30pm **Room Only – Includes Welcome Refreshments** **Conference Room accommodates a **maximum** of 40 people theatre style (no tables), 28 seated café style (with tables). Can potentially increase to 32/36 by prior arrangement.*	**Minimum No. Guests** No Minimum	**Prices** Full Day £203.00 Half Day £150.00 Out of Hours (By Arrangement) Additional £40 per hour, or part hour.

Sitting Room **Room Only – Includes Welcome Refreshments** **Sitting Room accommodates up to 16 people, recommended for small informal meetings of 7 using the sofas, remainder using additional chairs.*	**Minimum No. Guests** No Minimum	**Prices** Full Day £133.00 Half Day £100.00 Per Hr (2Hr Min) £28

Creative Room **Room Only – Includes Welcome Refreshments** **Creative Room accommodates up to 20 people, recommended for small informal meetings needing a classroom, creative or workshop ambience.*	**Minimum No. Guests** No Minimum	**Prices** Full Day £133.00 Half Day £100.00 Per Hr (2Hr Min) £28

Quiet Room or Meditation Room **Room Only – Includes Welcome Refreshments** ****Meditation Room** *accommodates up to 25 people, we recommend it for meditation, mindfulness and prayer.* **Quiet Room accommodates up to 6 people, we recommend it for small meetings, mediation, counselling and therapy.*	**Minimum No. Guests** No Minimum	**Prices** Full Day £111.50 Half Day £60.25 Per Hr £19.00

Extras **Room Only Guests sometimes opt for all day refreshments.** These include filter coffee, a selection of teas, hot chocolate and biscuits	**Minimum No. Guests** No Minimum	**Prices**** pp T/C/ Biscuits AM* £6 pp Tea and Cake. **or** pp T/C/ Biscuits All Day. £3.50 **or** pp T/C/ Biscuits single serving only £1.50
Choose **ONE Refreshment Option Only *pp = 'per person' T = Tea, C = Coffee		

Other Room Extra's: Projector, flip chart, HDMI converter for projector are available. Our projector is ceiling mounted and uses a wall/ pop up screen. The projector is connected via HDMI. For users with a VGA port we usually have a converter available. **Please note:** We also have a remote slide advancer if not already in use. To ensure against technical issues we recommend that you bring your presentation on a USB stick. If your laptop fails you may be able to use one belonging to a colleague or one of ours if available. If you are unsure what connection you have on your laptop you can see VGA here and HDMI here .

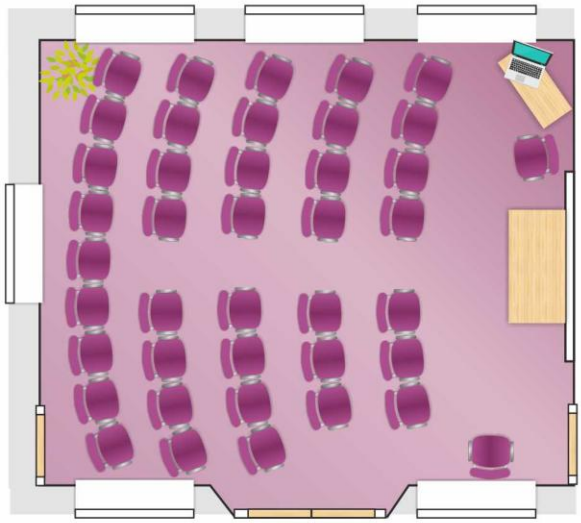
Note, if you use a MAC, or a very new or very old (non-standard) device, please bring suitable connection leads with you, use a PC or check with us a few days ahead of arrival.

Conference Room layouts

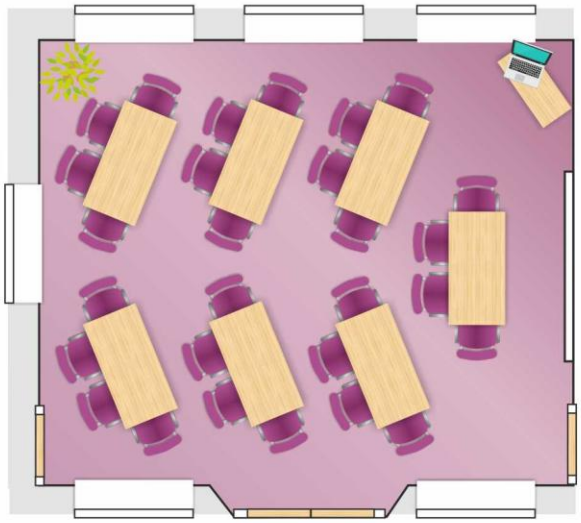
(some of these layouts can be adapted for our other rooms)

Options a-e use full height tables. see overleaf for informal layouts using coffee tables

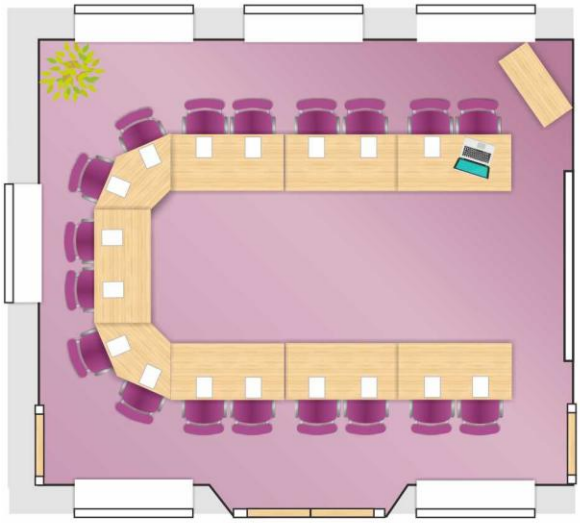
(a) Theatre style



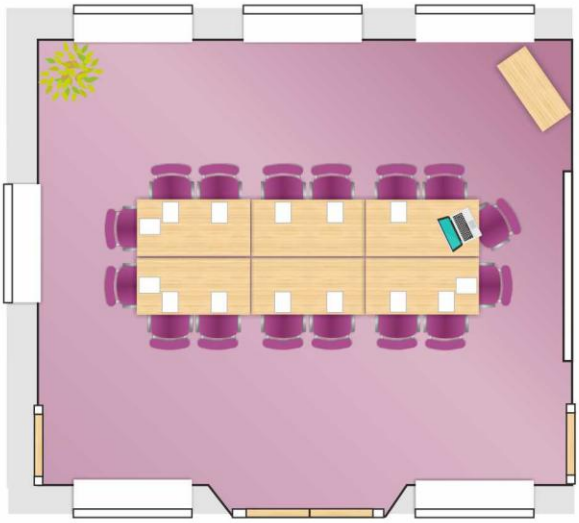
(b) Café Style with 'classroom' tables



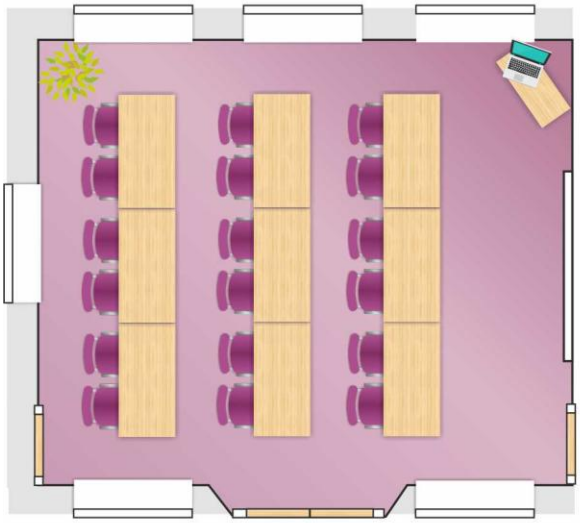
© Horse shoe style



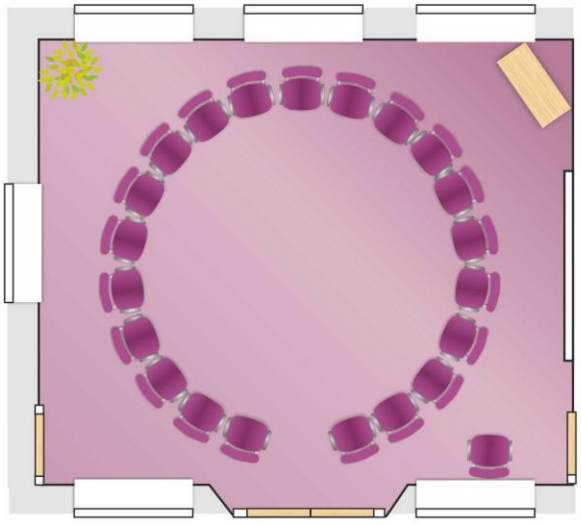
(d) Boardroom Style



(e) Classroom style

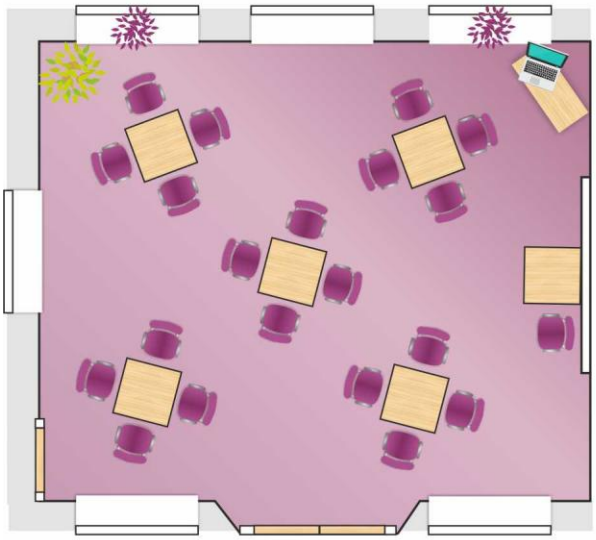


(f) Circle Style

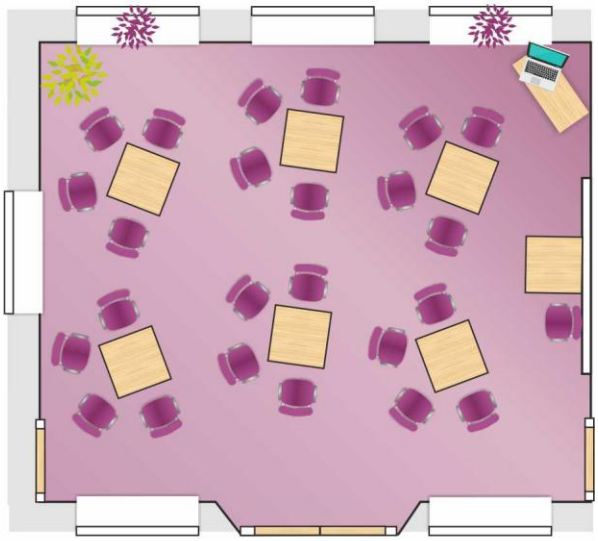


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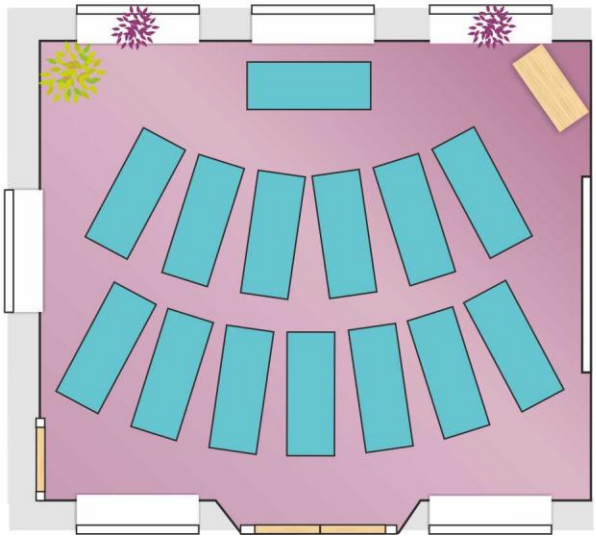
(g) Informal café style (low coffee tables)



(h) Cabaret Style (low coffee tables)



(I) Yoga Style (Mats provided by client)



Don’t forget we have 5 other rooms of various sizes which may be available. The sitting room is ideal for small groups, break out groups and pastoral conversations. The creative room is ideal for team building activities. Our meditation room is suitable for mindfulness and quiet time. Our quiet room suits conversations for two to four people.