

Room Hire – Information

Freeways has a variety of rooms available for hire to suit your every need. Please see below for details of room uses, capacity and prices.

The Courtyard Wing

The Beech Room: a large meeting or training room which lends itself to a variety of uses and room setups. The room benefits from a white board, projector screen, numerous power points and WiFi. (Can accommodate up to 30 people theatre style.)

The Oak Room: a meeting room suitable for smaller groups, ideal as a break out room from the Beech Room or for setting up refreshments for breaks. The room benefits from a hand wash sink and also has WiFi access. (Can accommodate up to 10 people theatre style.)

The Maple Room: a treatment/therapy room perfect for 1:1 consultations or provision of complementary therapies. The room is available for therapists to hire on an hourly, half day or daily basis.

Note: when the Beech and Oak rooms are hired together, additional foyer space, with comfortable seating and doors leading onto the terrace, can be made available at no extra charge.

Other Rooms

The Boardroom: perfect for groups of 10-12 people seated around 1 large table, the Boardroom benefits from a whiteboard and WiFi access.

The Lester Room: recently refurbished, large airy room which lends itself to a wide variety of purposes including training, meetings, seminars, Yoga/Pilates, networking events, small exhibitions etc. Benefiting from the latest interactive smart board technology, data projector, WiFi and with access to beautiful external spaces, this room can cater for all your needs. (Can accommodate up to 50 people theatre style.)

NB If you choose to hire The Lester room and do not require any of the digital equipment available, please let us know as we may be able to offer a discretionary discount (e.g. if you are using the room for keep fit, Yoga, Pilates etc or as an exhibition space).

Room capacity and prices

Room	Capacity	Full day	Half day	Hourly
Lester Room	50 theatre 25-30 cabaret 20-24 U shape 20 boardroom	£195	£115	n/a
Boardroom	10-12 boardroom	£115	£65	£20
The Beech Room	25 theatre 18 U shape 18 cabaret 16 boardroom	£165	£90	n/a
The Oak Room	10 theatre 6-8 boardroom	£100	£55	£17.50
The Maple Room	1 therapy couch, sink, privacy screen, desk & 2 chairs	£75	£45	£12.50

What's included?

- Flip chart stand
- 1 Flip chart pad (additional pads available a nominal extra charge)
- Flip chart pens/white board pens
- Laptop (subject to availability)
- Data projector (subject to availability)
- Projector screen (subject to availability)
- Wireless high speed internet access
- Free parking (provided on a first come first served basis)
- Event management

What's not included?

- Teas, coffees and juices and snacks
- All other catering
- Photocopying, printing, fax and postage (available at extra charge)
- Evening hire (please contact for details and prices)

Room Hire – Terms and Conditions of Booking

Making a booking

Please telephone our reception on 01275 372 109 to make your booking and we will send you a booking form.

Provisional bookings will be held for 7 days. Receipt of your completed booking form will constitute confirmation of your booking.

Payment

We ask that a 50% deposit is paid when you return your booking form. The remaining balance will be invoiced after the event.

Please make cheques payable to “Freeways” and enclose with your booking form, or if sending separately, please mark for the attention of Lesley Saunders and write “Room Hire” and the date of your event on the back of your cheque.

Discounts

Discounts apply for block bookings, bookings over two or more days and for charities and Not For Profit organisations (provided that your organisation’s aims do not conflict with ours). Please contact us for details.

Catering

Freeways can arrange for catering to be provided for your delegates. We can provide biscuits or Danish pastries to accompany tea and coffee breaks and a selection of sandwiches and cold buffet items for lunch. If you prefer, we are also happy for you to bring your own food in (you will need to provide paper plates, disposable cutlery etc). Should you wish, we can also provide for external caterers to provide the food for your event.

Use of premises

When you make the booking, please let us know how you intend to use the premises and confirm that you will only use the room for that purpose. We also ask that you attach a current copy of your public liability insurance certificate to your booking form. If you do not have public liability insurance, please confirm on the booking form that you indemnify Freeways against any claim or action as a result of the booking.

Breakages and damages

We understand that accidents happen. Please let us know of any breakages or damages as soon as possible and within 24 hours of your event taking place at the latest. Freeways cannot accept any responsibility for the damage or loss of the hirer's or delegates' own equipment or personal belongings. We reserve the right to charge for any damage caused to our property/equipment/furniture.

Free car parking

Car parking on site is free. However we cannot guarantee availability of spaces. Whilst there are plenty of spaces in both our main car park and overflow car park, this is a multi use site and can, at times, become busy. Spaces are available on a first come, first served basis. Please note that vehicles are left at owners' own risk and Freeways cannot accept any responsibility or liability for damage to vehicles or any losses.

Changes and Cancellations

We understand that sometimes, for reasons beyond your control, you may need to cancel or alter your booking. We do not wish to profit from this and will only charge an administration fee of £10 for cancellations and alterations.

In the case of alterations, we are only able to amend your booking providing that there is availability on the new date.

With regard to cancellations, in the event that we are genuinely unable to replace your confirmed booking we have the right to retain the deposit paid at the time the booking was confirmed.

In the unlikely event that Freeways has to cancel your booking, all monies paid to us will be refunded in full, and a 10% discount applied to your next booking in recognition of any inconvenience caused.

...and finally!

Freeways is a charity, and in choosing to hold your event at our site you are demonstrating to your delegates your commitment to supporting not for profit organisations. Thank you!

For more information on Freeways and the work that we do, please visit our website www.freeways.org.uk.

Room Hire – Booking Form

Please complete both pages of this booking form and return within 7 days of making your provisional booking to: Reception, Freeways, Leigh Court Centre, Pill Road, Abbots Leigh, Bristol, BS8 3RA or email to info@freeways.org.uk

Contact Name				
Organisation				
Contact telephone number				
Email address				
	Room	Full Day	Half Day	Tick
Which room(s) do you wish to book? (Please tick all that apply)	Beech Room	£165	£90	<input type="checkbox"/>
	Oak Room	£100	£55	<input type="checkbox"/>
	Maple Room	£75	£45	<input type="checkbox"/>
	Boardroom	£115	£65	<input type="checkbox"/>
	Lester Room	£195	£115	<input type="checkbox"/>
Date(s) room(s) required				
Time room(s) required (please tick one)	Full day	<input type="checkbox"/>		
	Half day	<input type="checkbox"/>		
	Other (please specify)	<input type="checkbox"/>		
Name of event				
Type of event				
Number of delegates				
Equipment needed (subject to availability)	Flip chart stand	<input type="checkbox"/>		
	Flip chart pad & pens	<input type="checkbox"/>		
	Laptop	<input type="checkbox"/>		
	Data Projector	<input type="checkbox"/>		
	Television	<input type="checkbox"/>		
Invoice address				
Copy of public liability insurance certificate attached				Y/N
If you do not have public liability insurance, please tick the box to the right to confirm that Freeways will not be held liable for any claim or action arising as a result of this room booking				<input type="checkbox"/>
50% deposit attached				Y/N
We can only confirm your booking upon receipt of a completed booking from AND receipt of your deposit				<input type="checkbox"/>
Catering booking form attached? (If required)				Y/N
Please sign here to confirm that you have read our Terms and Conditions and agree to them.				
Signed.....				Date.....

Thank you for your booking

Freeways can help you!

Are you aware that Freeways can offer a wide range of other services that you might be interested in?

- **Training:** First Aid, Health and Safety, Fire Safety, COSHH, Manual Handling, Medication, Equalities Awareness, Finance and all training associated with the Learning Disability Qualification;
- **Recruitment support:** from advertising your vacancy and handling the responses to supporting you through the interview process and appointment of successful candidates, we can offer you the benefit of our experience and can even host the interviews here on site for you;
- **Employment advice:** we can provide you with practical advice to help you avoid situations where a costly claim or industrial tribunal might arise. We can also advise on staff retention, motivation and reward;
- **Occupational Support:** if your organisation is in the care industry (and even if it isn't!) your staff may be experiencing high levels of work related stress, and key cause of sickness and absence amongst your staff, and amongst managers in particular. We have designed and tested a focused occupational support program which has been proven to help organisations manage and reduce staff absences and sickness levels;
- **Central support functions:** we can provide you with payroll services and other support services to help you keep your costs down.

If you would like any information on the above services please contact either Tony Rees or Anna-Clare Temple on 01275 372 109 for a discussion about how we can help you.