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**Hire of facilities at the Centre for Stewardship**

**Falkland Estate, Falkland, Fife, KY15 7AF**

**01337 858838**

**www.centreforstewardship.org.uk**

If you would like to make a booking, please fill out the form below and return it to us either to info@centreforstewardship.org.uk or by post to the address above.

We will then be in touch to confirm your booking and requirements.

**YOUR DETAILS**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Contact name |  |
| Email |  |
| Telephone number |  |
| Address |  |

**HIRE DETAILS**

|  |  |
| --- | --- |
| Date of event |  |
| Time of event (start to finish) (9am to 5pm) |  |
| No. of attendees |  |
| Contact name on the day |  |

**INVOICE DETAILS**

Top of Form

|  |
| --- |
| Same as above (please tick) - or fill in details below |
| Name of Organisation |  |
| Contact name for invoicing |  |
| Email |  |
| Full Invoice address |  |

Notes:

1. See terms and conditions for payment schedule. Bottom of Form

Top of Form

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| **TABLE OF HIRE COSTS**  |
| **Mon-Fri rates****(serviced)** | **Half Day (4hrs)** | **Tick** | **Full Day (4+hrs)** | **Tick** |
| Standard Rate | **£150** |  | **£250** |  |
| Reduced Rate(community/ small voluntary groups) | **£110** |  | **£180** |  |
| **Weekend rates (self-service)** | **Half Day** | **Tick** | **Full day (4+ hrs)** | **Tick** |
| Weekendstandard Rate | **£120** |  | **£200** |  |
| Reduced Rate(community / small voluntary groups) | **£90** |  | **£160** |  |

Bottom of Form

Notes:

1. These costs include VAT at its current rate of 20%.
2. Monday-Friday hires are serviced and include tea/coffee and refreshments
3. Weekend hires are self-service with tea/coffee/refreshments available.
4. These costs are for full facility hire (Stables Workshop and the Horsestalls). If you wish to use the Workshop or Horsestalls only, take 25% off the prices above. Please advise here if you wish to hire Stables Workshop or Horsestalls only

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1. Both the Workshop and Horsestalls can hold up to 50 people. Please contact us to discuss larger numbers.
2. Please call our office on 01337 858838 to discuss full weekend, longer day hires or frequent hires.

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| **LUNCH MENU OPTIONS** |
| **Type** | **Price** | **Tick** | **No. of people** | **Total (£)** |
| Option 1.Homemade organic vegetarian soup and homemade roll. | **£4.80 per person** |  |  |  |
| Option 2.Meat casserole (vegetarian option). | **£8.40 per person** |  |  |  |
| Option 3.Main dish with either homemade soup or pudding. | **£12 per person** |  |  |  |
| **Lunch Extras** | **Price** | **Tick** | **No. of people** | **Total (£)** |
| Fruit platter | **£1.00 per person** |  |  |  |
| Homemade cake | **£1.50 per person** |  |  |  |
| Selection of Scottish cheeses with oatcakes | **£2.00 per person** |  |  |  |
| **Cold Platter Options** | **Price** | **Tick** | **No. of people** | **Total (£)** |
| Option 1.Variety of filled rolls, oatcakes, cheeses, hommous, crudities, crisps, fruit, cakes | **£6.00 per head** |  |  |  |
| Option 2Variety of breads, salads, oatcakes, cheeses, hommous, crudities, crisps, fruit, cakes | **£7.50 per head** |  |  |  |

Notes:

1. These costs include VAT at its current rate of 20%.
2. Water and juice included in prices above.
3. We can cater for all dietary requirements – please notify us in advance

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**Workshop Layout**

Our space has a selection of furniture for a variety of needs.

For special requests, please enquire.

**Workshop layout (please tick)**

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| --- | --- |
| Board room style (16) |  |
| Horseshoe of chairs (20) |  |
| Circle of chairs and tables (14) |  |
| Theatre style (50) |  |
| Cabaret Style (30) |  |

**Equipment (please tick and/or give details)**

|  |  |
| --- | --- |
| Flipcharts , pens and paper |  |
| Projector (projected on to wall) |  |
| If you are using a MAC for your power points, please advise which model you have so we can ensure the right connectors are available for use.  |  |

Thanks – now send this back to us along with a 20% deposit for the **venue hire cost (**not the catering) to: info@centreforstewardship.org.uk

or post: The Stables, Falkland Estate, Falkland, Fife.

Deposit payable by cheque (Falkland Stewardship Trust) or by BACS, account No.06005348, Sort-code 80-06-26.

**Terms and conditions:**

1. We require a 20% deposit for the venue hire cost to confirm your booking.
2. A VAT invoice will be sent after the event and should be paid within 30 days of receipt.
3. Final numbers should be confirmed 7 days prior to the booking. Please note we cannot alter the catering numbers after this time.
4. If you need to cancel your booking completely, we will be unable to refund your deposit if the booking is cancelled 72 hours before the event takes place.