

Staffordshire Wildlife Trust

Westport Lake Visitor Centre

Meeting room & conference facilities



Stunning lakeside views...

Westport Lake Visitor Centre is open seven days a week and set in an, eco-friendly building which opened its doors to the public in September 2009.

Built by British Waterways and leased by the Trust from Stoke on Trent City Council, the centre is used by Staffordshire Wildlife Trust as an office.

It also boasts a room that can be hired out for meetings and conferences and a cafe/retail outlet for visitors to the lake.

Westport Lake was designated as a Local Nature Reserve in 2004 and is very popular with walkers and anglers.

It is an important overwintering site for many water birds and unusual birds often stop off at the lake during migration. The conservation area at the back of the site is home to many animals including shovellers, kingfishers and dragonflies.



About Staffordshire Wildlife Trust

Staffordshire Wildlife Trust is the county's largest nature conservation charity. Formed in 1969, it now has over 16,000 members, and works to protect and enhance both wildlife and the environment for future generations to enjoy. The Trust own/manage 26 nature reserves throughout the county, and each one has its own management plan to help native species thrive.

By working with the public, landowners, businesses, schools and other organisations, the Trust educates, encourages and promotes the importance of wildlife and the environment. Westport Lake Visitor Centre offers visitors first hand opportunities to find out more about wildlife, enjoy lakeside walks, and much more.



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The natural choice

Set on the banks of the stunning Westport Lake, which is home to some of Britain's most unusual birds, Westport Lake Visitor Centre is housed in an eco-friendly building and boasts excellent conference facilities that people will want to use time and again.

Westport Lake Visitor Centre is centrally located just off the A500 north of Stoke on Trent and can be easily accessed from M6 Junctions 15 & 16.

As well as being Staffordshire Wildlife Trust's northern visitor and education centre, it is ideally equipped to host business meetings, seminars, training, team building, talks, presentations and product launches.

The Centre has a large sized room which can hold up to 20 people boardroom style, 35 cabaret style and 60 theatre style.

It is ideal for larger conferences/meetings and presentations.



Rates

ROOM HIRE

Full day - £115.00

Half day* - £90.00

**Half day rates also apply to morning/breakfast meetings.*

CATERING

Refreshments - £1.45 per person, per serving *(excluding VAT) including tea, coffee, squash, water and biscuits*

Cold finger buffet lunch - £10.00 per person *(excluding VAT)*

Premium cold finger buffet lunch - £13.00 per person *(excluding VAT)*

Details to follow

EQUIPMENT

Included as standard:

- Projector screen
- Flipchart stand.

Additional hire:

- Photocopying - 5p per copy
- Flipchart pad - £5
- Data projector and/or laptop - £50 per booking

What's on offer?

- **Large modern meeting room**
- **Ground floor location with disabled access**
- **Full & half day rates**
- **Catering/refreshments available**
- **AV equipment provided**
- **60 car parking spaces**
- **Flexible room layouts for up to 60 delegates**



Catering options

BREAK REFRESHMENTS

£1.45 per person per serving (excluding VAT)

- A fine selection of organic and fairtrade, regular and decaffeinated tea and coffee
- Fairtrade hot chocolate
- A selection of fine fruit and herbal teas
- Organic squash and water jugs
- Assorted biscuits

MENU 1 - Cold finger buffet

£10.00 per person (excluding VAT)

- Assorted sandwiches on white and brown bread
A selection of fillings served with a salad garnish
- Crisps, pork pies & sausage rolls
- Assorted cakes
- + refreshments as above

MENU 2 - Premium cold finger buffet

£13.00 per person (excluding VAT)

- Assorted sandwiches on white and brown bread
A selection of fillings served with a salad garnish
- Crisps, pork pies, sausage rolls, quiche, scotch eggs and indian assortment
- Assorted cakes
- + refreshments as above

Dietary Requirements

The above menus are a standard guide only.

We can cater for any specific additional nutritional needs on request. Please call for further info and advise when booking.

Staffordshire Wildlife Trust would like to thank Steelite for supplying our crockery and Arthur Price for our cutlery.



Contact us

Telephone -
01782 826985

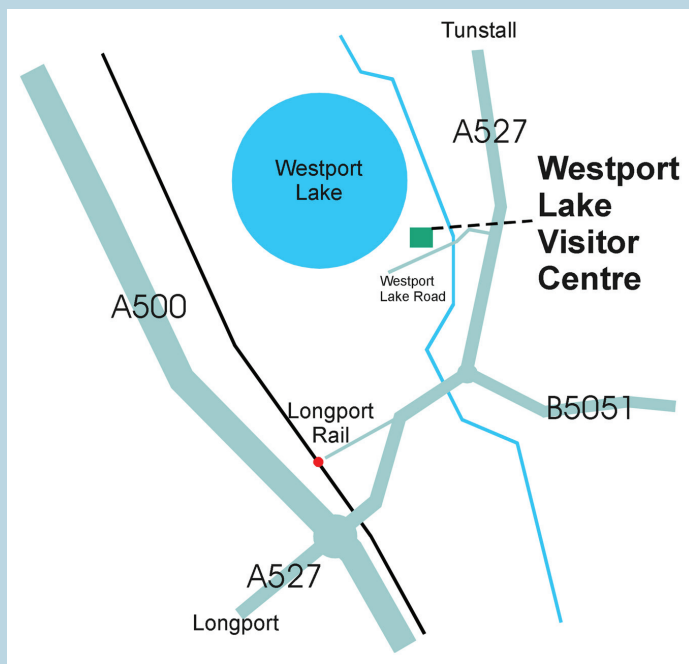
Email -
catering@staffs-wildlife.org.uk



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Location, location, location!

Westport Lake is located between Longport and Tunstall, just off the A527, 1 mile northeast of the A500 in Stoke-on-Trent. It is easily accessed from M6 junctions 15 & 16.



Finding us

BY CAR

Main car park is off Westport Lake Road, Longport, Stoke-on-Trent. Leave the A500 at the Longport, Tunstall slip road (A527). At the mini roundabout take first exit for Davenport Street, turn left into Westport Lake Road. It is also served by the Westport Greenway and the Trent & Mersey Canal.

BY BUS

Westport Lake Visitor Centre is a short walk from the bus stops on the A527. The 94/94A and 99/99A both stop every 30 minutes.

BY TAXI

Taxis are available from the train station in Stoke.

BY RAIL

Westport Lake is served by Stoke station, just 5 miles away, while Longport Rail is just 1 mile from the Centre.

BY BICYCLE

We encourage visitors to use environmentally friendly forms of transport wherever possible. Westport Lake Visitor Centre is easily accessible by bicycle, being adjacent to National Route 5.

Please visit the National Cycle Network website to plan your route: www.sustrans.org.uk

FULL ADDRESS:

(inc. post code for SatNav systems)

**Westport Lake Visitor Centre
Westport Lake Road
Stoke-on-Trent
ST6 4RZ**



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FACILITIES BOOKING FORM *(please complete and return)*

Thank you for choosing Westport Lake Visitor Centre for your conference/meeting.
All proceeds from conference bookings go towards the vital work of Staffordshire Wildlife Trust.

Please fill in this form in order that we meet all your requirements, and return to the address below.

Company Name _____

Contact Name _____ Contact Number _____

Email Address _____

Company Address _____

Date(s) of Meeting _____ Time (from) _____ (to) _____

Number of Delegates _____ Room layout (Boardroom/Theatre/Cabaret etc) _____

Breakout Room Required Yes/No, If so, for how many delegates approx _____

Equipment Required (e.g. Flipchart/Projectors/TV & Video) _____

Tea & Coffee Required Yes/No Served at times _____

Conference Lunch Required Yes/No To be served at _____ pm

MENU 1 - Cold finger buffet at £10.00pp or MENU 2: Premium cold finger buffet @ £13.00pp *(please circle)*

Any dietary requirements (please specify) _____

Invoice Address (if different from above) _____

Meeting Reference _____ Purchase Order No. _____

I confirm the above details and agree to The Westport Lake Visitor Centre Terms & Conditions

Signed _____ Date _____

Name _____ Job Title _____



TERMS AND CONDITIONS

By making a booking with Staffordshire Wildlife Trust for the use of any of our conference facilities you are agreeing to the following terms and conditions:

BOOKING

All bookings made are initially held on a provisional basis until an official booking form has been completed and returned to us.

After making your provisional booking, we will contact you via post or email with an official booking form within 2 working days. Please complete this form carefully and return it to us along with any purchase order forms you may wish to supply within 10 days of receipt. If we do not receive the booking form within this period, your booking may be cancelled and the room re-hired, we will however contact you to inform you of this before doing so.

Once we have received the booking form we will then confirm in writing that your booking has been made and highlight the details of the booking, which we ask you to read carefully and inform us if there are any discrepancies.

We ask that you contact us at least one week prior to your meeting to confirm final details. We will need to know final numbers of delegates for catering purposes and also if any equipment is required.

RATES

All our rates are correct at the time of publication, but may be subject to change at any time. If changes are made, this will be publicised and all existing customers will be informed one month before they come into effect. All confirmed bookings made before the rate change will be made at the existing rates, unless otherwise advised.

Staffordshire Wildlife Trust members and registered charities enjoy preferential rates for room and equipment hire - please ask for details.

PAYMENT

We prefer that payment for the booking is made after an invoice is issued. However if you do wish to pay beforehand we ask that you confirm this with us so that we can issue an early invoice.

All cheques should be made out to Staffordshire Wildlife Trading Limited.

You will be invoiced for the balance of your booking at the end of the month in which you held your meeting. We then ask for payment to be made within 30 days of the issue date of the invoice.

CANCELLATIONS

If you need to cancel a booking please let us know as soon as possible. We will try to be as flexible as possible and will look at each case on an individual basis, however in some circumstances it may be necessary to impose the following cancellation charges:

- More than 6 weeks prior to the event - *no charge*
- 2-6 weeks notice - *50% of original booking*
- Less than 2 weeks notice - *100% of original booking*

On the rare occasion when we may need to cancel your booking, will try to inform you with as much notice as possible. We will also help where we can to find another venue for your meeting by providing locations and contact details.



TERMS AND CONDITIONS

GENERAL

We try to be as flexible and as accommodating as possible. We will always try to satisfy your needs to ensure that your meeting runs smoothly and to the level of standard you expect.

As a general rule bookings should be made between the hours of 8.30am and 5.00pm. We can be flexible on this in exceptional circumstances. Please allow yourself enough time for set up before your meeting commences.

Morning bookings run from 8.30am until 12.30 pm. We will allow for some flexibility at the end of your meeting for clearing up if there is no afternoon booking in the same room, otherwise we ask for prompt vacation from the room at 12.30pm to allow for preparation for the afternoons client. We will advise you of this on the day.

Afternoon bookings run from 1.00pm until 5.00pm. We ask for prompt vacation of the room at 5.00pm to allow for cleaning. There will be charges made for additional staff costs if your meeting runs after 5.00pm without prior agreement.

We will not claim responsibility for any damages caused to the conference facilities at either venue during the room hire booking by any of the participants. No items are to be attached, pinned, stapled or glued to the wall surfaces of any meeting room, except with prior permission.

Any equipment hired, such as projectors and laptops should be returned in clean, working condition. Please inform us if you find any fault with the equipment provided and we will try to replace or fix it immediately.

Whilst every precaution will be taken to ensure the safeguarding of belongings on our property, Staffordshire Wildlife Trust will not accept responsibility for the loss, theft or damage to any client's or participant's equipment at the premises, including cars parked in the designated car parks. Clients should ensure that their own insurance covers such items.

We ask that ALL participants respect the areas which are designated for staff only, by not entering them. These are clearly marked with Staff Only signs.

We will not accept any unreasonable behaviour on the premises by any client or their participants. We reserve the right to remove any person who breaches this rule. Unreasonable behaviour includes; threatening, offensive or abusive language, physical abuse, threatening behaviour and criminal damage.

