

Staffordshire Wildlife Trust

The Wolseley Centre

Meeting room & conference facilities



26 acres of beautiful landscape...

The Wolseley Centre is the headquarters for Staffordshire Wildlife Trust and is set in 26 acres full of interesting features and wildlife-friendly display gardens, all on the site of the former ancestral home of the Wolseley family.

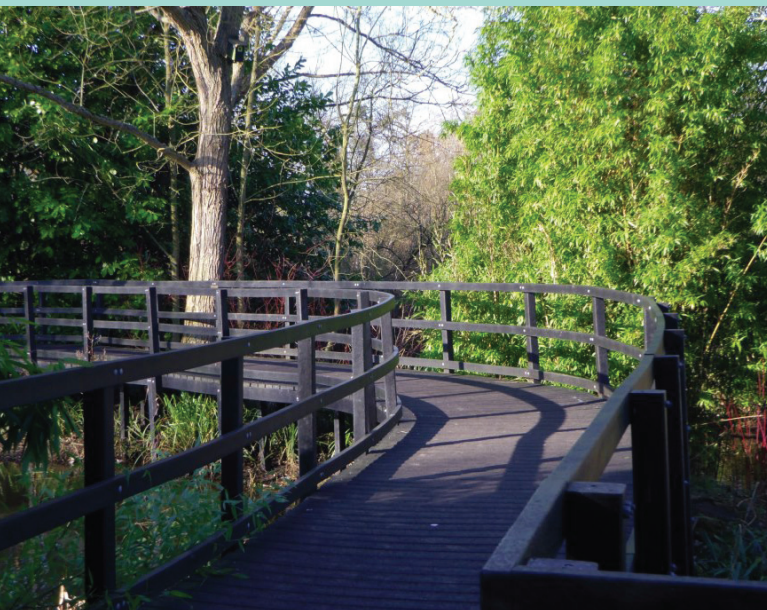
The site has a number of easily accessible walks taking in our three lakes, riverside, natural habitats, as well as providing outdoor seating areas around the grounds. Our boardwalk offers views over tranquil pools and across the River Trent and beyond, whilst our bird hide allows visitors the opportunity to spot visiting wildlife.

Our friendly and welcoming visitor centre includes our main conference room, a shop selling nature-inspired products, our new 120 seater Kingfisher cafe offering indoor and outdoor dining and visitor toilets.

We also offer a separate conference facility, at our Gatehouse building, which is situated to the right of our front entrance gate and is ideally suited for smaller meetings and courses.



Susan Freeman



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 30 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. The Wolseley Centre offers visitors first hand opportunities to find out more about wildlife, enjoy lakeside walks, and much more.



Staffordshire Wildlife Trust

The Wolseley Centre

Meeting room & conference facilities



The natural choice

Set in 26 acres of the most varied landscape in Staffordshire, with three lakes and an abundance of wildlife, our choice of conference facilities is a venue that people will want to visit time and again.

The Wolseley Centre is centrally located just off the A51 between Rugeley and Stafford, easily accessed from M6 Junctions 13 & 14.

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

The site can provide a large sized main conference room in the Visitor Centre and our Gatehouse, a smaller independent meeting room, both with flexible room layouts to accommodate your party.



What's on offer?

- 2 meeting rooms
- Ground floor location with disabled access
- Full & half day rates
- Catering/refreshments available
- Equipment hire
- Car Parking
- Flexible room layouts for up to 60 delegates
- Free WiFi connection





Main conference room rates

This is a large room located within the Visitor Centre. It can hold up to 60 delegates theatre style, 40 cabaret style and 24 boardroom style. It is ideal for larger conferences/meetings and presentations. It has a separate room where refreshments are served, and WiFi connection is available on request.

ROOM HIRE

Full day (week day) - £150.00

Half day (week day) * - £100.00

Weekend (full day rate) ** - £250.00

***Whilst Covid-19 social distancing measures are in place, as per Government guidelines, we are required to operate at 50% capacity.**

**Half day rates apply from 8:30am - 12:30pm or 1pm - 5pm **Rooms are only available between 11.00am and 5.00pm on weekends. If you require the room for a longer period than 5pm, there will be an additional £35 charge. per hour.* The rooms are also available for evening hire. Please contact us for details and a quotation. Staffordshire Wildlife Trust corporate members and registered charities enjoy preferential rates for room and equipment hire - please ask for details.

Additional costs

CATERING

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

We also offer catering. Please see overleaf for catering options.

EQUIPMENT

Included as standard:

Projector screen; Dry wipe board; Flipchart stand.

- Photocopying - 5p per copy*
- Flipchart pad - £5*
- Data projector - £50 per booking*
- Laptop - £50 per booking*

*Prices do not include VAT

Gatehouse conference room rates

This is a moderately sized room which is housed in a separate building from that of the Visitor Centre. It can hold up to 20 boardroom, cabaret and theatre style and WiFi connection is available. It is located at the top of the driveway by the main entrance to the site. It is ideal if you have a small business meeting which requires privacy.

It also has a self contained kitchen area for clients who wish to supply their own catering and also its own car parking area.

ROOM HIRE

Full day (week day) - £120.00

Half day(week day) * - £95.00

Weekend (full day rate) ** - £180.00





Catering options

BREAK REFRESHMENTS

£1.45 per person per serving (excluding VAT)

- A fine selection of fair trade, regular and decaffeinated tea and coffee
- A selection of fine fruit and herbal teas
- Fruit squash and water jugs
- Assorted biscuits
- Add danish pastries £1.75 per person

MENU 1 - A selection of sandwiches and crisps

£6.50 per person (excluding VAT)

- Assorted sandwiches on white and brown bread with a selection of fillings, served with a salad garnish
- Crisps

MENU 2 - Cold finger buffet

£9.00 per person (excluding VAT)

- Assorted sandwiches on white and brown bread with a selection of fillings, served with a salad garnish
- choice of two savouries

MENU 3 - Premium cold finger buffet

£11.00 per person (excluding VAT)

- Assorted sandwiches on white and brown bread with a selection of fillings, served with a salad garnish
- choice of three savouries

Savoury selection list

pork pies, chicken satay, mini vegetarian quiche (V), sausage rolls, indian selection (V) (ve)

Add a cake platter for £2.00 per person

Add fruit platter for £2.00 per person

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 advice when booking.

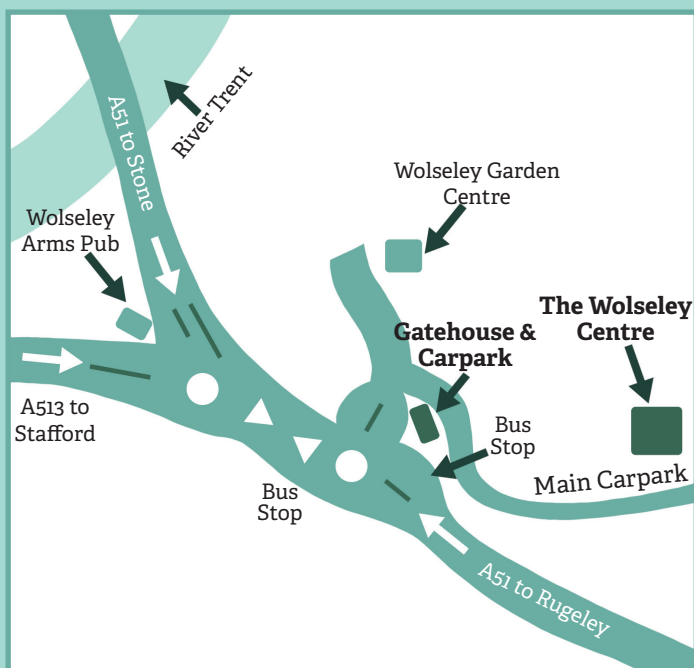


Contact us

Telephone: 01889 880100

Email:
conference@staffs-wildlife.org.uk





Location, location, location!

The Wolseley Centre is located in Wolseley Bridge, just off the A51, 1.5 miles north of Rugeley. It is easily accessed from M6 junctions 13 & 14.

FULL ADDRESS:

(inc. post code for SatNav systems)

Staffordshire Wildlife Trust HQ

The Wolseley Centre

Wolseley Bridge

Stafford

ST17 0WT

Finding us

BY CAR

• From Stafford take the A513 to Rugeley/Lichfield. After approximately 7 miles you reach a double mini roundabout with the Wolseley Arms public house on your left. Go over the first roundabout and take a left turn at second as if going to the Wolseley Garden Centre, then take the small slip road on the right through an entrance gate. Continue for a further 300m onto the Centre car park.

• From Rugeley take the A51 to Stafford. After approximately 1.5 miles turn right at the double mini roundabout as if going to the Wolseley Garden Centre, then take the small slip road on the right through a wooden gate. Continue for further 300m onto the Centre car park.

BY BUS

The Wolseley Centre is a short walk from the bus stops on the A51. The main bus route which runs from Stafford - Lichfield/ Lichfield- Stafford via Rugeley is the number 825. This bus route can be easily accessed from the train stations at Stafford, Rugeley and Lichfield. Please visit the Arriva website for timings and bus stop points: www.arrivabus.co.uk.

BY TAXI

Taxis are available from all mainline stations: Stafford, Rugeley and Lichfield.

BY RAIL

Mainline networks run through the following stations which are easily accessible to and from the Wolseley Centre: Stafford- 8 miles, Rugeley- 3 miles, Lichfield - 11 miles.

BY BICYCLE

We encourage visitors to use environmentally friendly forms of transport wherever possible. The Wolseley Centre is easily accessible by bicycle. Please visit the National Cycle Network website to plan your route: <http://www.sustrans.org.uk>.



Staffordshire Wildlife Trust

The Wolseley Centre

Meeting room & conference facilities



FACILITIES BOOKING FORM *(please complete and return)*

Thank you for choosing The Wolseley Centre for your conference/meeting.

All proceeds from conference bookings, goes 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): _____

Room Required (Main Conference/ Gatehouse): _____

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

Equipment Required (e.g. Flipchart/Projectors/Laptop):

Tea & Coffee Required: **Yes/No** Served at times: _____

Conference Lunch Required: **Yes / No** To be served at: _____

Menu required (1,2,3 and any add ons: _____

Dietary requirements (please specify): _____

Invoice Address (if different from above):

Meeting Reference: _____ Purchase Order No: _____

I confirm the above details and agree to The Wolseley 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 corporate 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.



Staffordshire Wildlife Trust

The Wolseley Centre

Meeting room & conference facilities



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. On arrival we will ask the facilitator to attend a room induction which will include a health and safety briefing. Please inform your designated Staffordshire Wildlife Trust member of staff of any health and safety issue immediately.

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.

Conference users must keep their own delegate register to be retained in the event of a building evacuation on the day.

We will seek financial reimbursement for any damages caused to the conference facilities 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. White tack can be used on our windows and doors with prior permission.

Any equipment hired, such as projectors and laptops should be returned complete 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.

Any electrical equipment provided by the conference user must have a current PAT test.

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.

Our premises are non smoking however we have external designated areas for smokers to use.

