



# Worcester Woods Country Park

## Meeting Room Facilities

### Are you looking to book a meeting room or training venue with a difference?

The Countryside Centre, an eco building with turf roof and wood fuel boiler, is located in the grounds of the award winning Worcester Woods Country Park with its 100 acres of woodland and meadows. An ideal venue for a conference, meeting or team building event with quiet surroundings and the landscaped Worcestershire Garden. Situated only 5 minutes from junctions 6 & 7 of the M5.



### Woodland Room - Conference Room

Seating - 50 people theatre style, 20 people conference style.

**Charges:**

Standard private hire -	£80 session / £120 all day
County Council / public sector -	£55 session / £85 all day
Charitable organisation -	£40 session / £60 all day

### Meadow Room - Community Meeting Room

Seating - 30 people theatre style, 12 people conference style.

**Charges:**

Standard private hire -	£60 session / £85 all day
County Council / public sector -	£40 session / £60 all day
Charitable organisation -	£30 session / £45 all day



### Pond Room - Environmental Education Room

Seating - 30 people theatre style, 12 people conference style. Room includes sink and workbench. Free wi-fi connection available.

**Charges:**

Standard private hire -	£60 session / £85 all day
County Council / public sector -	£40 session / £60 all day
Charitable organisation -	£30 session / £45 all day

All rooms offer wheelchair access and are available between approximately 9.15am - 1.00pm, 1.30pm - 4.45pm and 7.30pm - 10.00pm.

Each room is equipped with a projector screen and projector. A TV and video is available for hire.

Catering services available from The Orchard Café  
Visit the Orchard Café website at [www.theorchardcafe.co.uk](http://www.theorchardcafe.co.uk)

Norchester Woods Country Park, Wildwood Drive, Worcester, WR5 2LG  
Tel: 01905 766493  
e-mail: [countrysiderb@worcestershire.gov.uk](mailto:countrysiderb@worcestershire.gov.uk)  
website: [www.worcestershire.gov.uk/countryside](http://www.worcestershire.gov.uk/countryside)

## Meeting Room Hire Terms and Conditions

Cancellations must be made at least 48 hours prior to the booking. Failure to do so may result in the full cost of the hire fee being charged.

Provisional bookings should be confirmed or cancelled, giving at least 48 hours notice. Again failure to do this could result in the full fee being charged.

Cancellations should be made to the room bookings office on 01905 766155 or [countrysiderb@worcestershire.gov.uk](mailto:countrysiderb@worcestershire.gov.uk)

For block bookings of more than five sessions, one months notice will be required to cancel all bookings without occurring a cancellation fee.

Meetings rooms are set out conference style. You are welcome to move the furniture around as you wish to accommodate your needs. The room should be returned to the conference layout at the end of your session. A £20.00 surcharge will be added to the hire fee should the room not be returned to the conference style layout.

Rooms can be hired during the week, weekends and evening. They can be hired for a full day 09:00 until 17:00 or for a session. Session times are:  
09:00 – 12:45  
13:15 – 17:00

Should you wish to access the rooms before 09:00, arrangements must be made with the room booking office. Otherwise rooms will not be available before 09:00.

For weekend bookings, arrangements to access the rooms will be made upon booking. Keys for evening bookings should be collected from reception on the day of the meeting before 16:30. A £20.00 fee will be charged to replace lost keys.

Should you wish to order catering / refreshments, please contact The Orchard Cafe on 01905 766492 / [cafe@theorchardcafe.co.uk](mailto:cafe@theorchardcafe.co.uk) Their website address is [www.theorchardcafe.co.uk](http://www.theorchardcafe.co.uk) where you can view menus and prices.

Projectors are available in all of our meeting rooms at a charge of £5.00. Please ensure to bring a laptop, as these cannot be provided. Reception can assist with the setting up of IT equipment.

There are also speakers available in all rooms, as well as flip charts, with pens and paper. There is no extra charge for these.

Photocopying and printing is available at Reception, at a cost of 5p per page.

Invoices will be sent out after the booking. Any discrepancies should be made with the room bookings office, within 30 days of the invoice date.

We are keen to reduce carbon emissions and ask you to consider if your attendees could car share, use public transport or walk. If you would like information on getting to the Country Park by public transport, please visit [www.travelinmidlands.co.uk](http://www.travelinmidlands.co.uk) or call 0871 200 22 33.