

The Wolseley Centre

Conference facilities



Staffordshire
Wildlife Trust



Stunning lakeside views....

Set within a 26 acre nature reserve, The Wolseley Centre site is the former ancestral home of the Wolseley family. Nestled within the Cannock Chase National Landscape, it offers good transport links. It is centrally located just off the A51 between Rugeley and Stafford, easily accessed from junctions 13 and 14 of the M6.

There are a number of accessible walks around the grounds taking in three lakes, woodland and riverside.

Within the visitor centre is our conference room, a small shop and our 120 seat Kingfisher cafe offering delicious hot meals and snacks. A selection of cakes, icecreams, hot and cold drinks are also available. There is ample indoor and outdoor seating and visitor toilets, including an accessible toilet.

There's also a large car park with disabled spaces.



CN Harding



Daz Lowe

About Staffordshire Wildlife Trust

We're the county's largest nature conservation charity working to protect and enhance wildlife and the environment for future generations to enjoy. The Trust manages over 40 reserves and works with thousands of people to encourage them to learn about and protect nature.

The Wolseley Centre offers visitors first hand opportunities to find out more about wildlife, enjoy exploring the nature reserve, get involved through events and much much more.



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The natural choice

with its beautiful natural setting in the heart of Staffordshire, The Wolseley Centre is a unique choice of conference venue. The large conference room is ideally equipped to host business meetings, seminars, training, team building, talks, presentations, product launches, workshops, social gatherings and private parties.

Flexible room layouts are available as follows:

- 60 delegates when set up in theatre style
- 40 when organised in cabaret style
- 24 people if arranged in boardroom style.

The room is 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 us for details.



CN Harding

What's on offer?

- Spacious meeting room with full AV equipment
- Ground floor location with disabled access
- Full & half day rates
- Catering & refreshments available
- Car parking
- Flexible room layouts for up to 60 people
- Free Wifi

Rates

Full day (weekday) - £200

Half day (weekday) - £150

Weekend (full day rate) - £250

*For catering options please see next page.

Standard hire equipment:

- Projector screen
- Flipchart stand

Additional hire equipment:

- Photocopying - 5p per copy
- Flipchart pad - £7.50 +VAT



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Catering options

Refreshments £1.75 per person per serving (excluding VAT) including a selection of organic and Fairtrade, regular and decaffeinated tea and coffee, fruit and herbal teas, squash, water jugs and assorted biscuits.

MENU 1 - Cold buffet

£6.95 per person (excluding VAT)

Assortment of freshly made sandwiches on white and brown bread, crisps, mini cakes

MENU 2 - Hot and cold buffet

£10.75 per person (excluding VAT)

Freshly made sandwiches on wholemeal brown and white bread served with crisps, mini vegetarian quiche (v) and sausage rolls.

MENU 3 - Hot and cold buffet

£10.75 per person (excluding VAT)

Selection of freshly made sandwiches on wholemeal brown and white bread served with crisps, mini vegetable samosa (ve/v) and vegetable spring rolls (ve/v).

MENU 4 - Premium hot and cold buffet

£12.95 per person (excluding VAT)

Fresh sandwiches on wholemeal brown and white bread served with crisps, mini scotch eggs, mini vegetarian quiche (v), brie and cranberry parcels (v) and sausage rolls.

Optional extras

You can add the following items:

- Cake platter £2.75 per head
- Fruit platter £2 per head

Dietary requirements

Please contact us if you have any special dietary requirements and we will try to accommodate your needs.



Mick Taylor

Adults Grab Bag - £7.50

Bloomer sandwich, crisps & a canned drink

Kids Grab Bag - £5.50

1/2 sandwich (choice of ham, cheese or Hummus) crisps, still drink, freddo & sultanas and raisins

Kids hot food - £6.50

Choice of cheese & tomato pizza, chicken nuggets & chips or sausage & chips with a still drink

Contact us

Telephone: 01889 880100

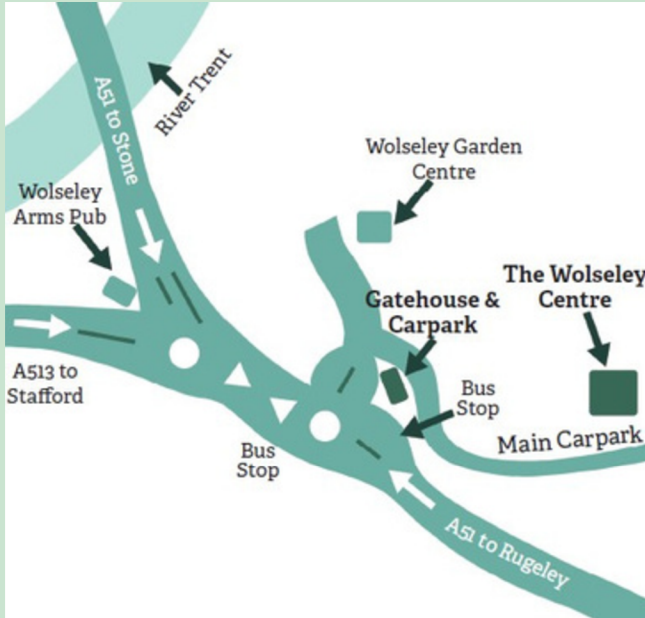
Email: conference@staffs-wildlife.org.uk

The Wolseley Centre

Finding us



Staffordshire
Wildlife Trust



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 SatNavs)
Staffordshire Wildlife Trust HQ
The Wolseley Centre
Wolseley Bridge
Stafford
ST17 0WT

By bike

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: www.sustrans.org.uk

By car

- From Stafford take the A513 to Rugeley/Lichfield. After approximately 7 miles you reach a double mini round about 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 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 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 train

Trains run through the following stations which are all accessible from The Wolseley Centre: Stafford- 8 miles, Rugeley- 3 miles, Lichfield - 11 miles.

By taxi

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



The Wolseley Centre

Conference room booking form



Staffordshire
Wildlife Trust



Please complete and return

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

Once you've completed the form please return via email or post to the address below.

Company name: _____ Contact name: _____

Email address: _____ Company address: _____

Contact number: _____

Date(s) of meeting: _____ Number of delegates: _____

Equipment required (e.g. flipchart/projector): _____

Time from: _____ to: _____

Room layout (boardroom/theatre/cabaret etc): _____

Tea & coffee required: Yes ___ No ___ Served at what times: _____

Conference lunch required: Yes ___ No ___ If yes, time to be served at: _____

Menu required (1, ___ 2,___, 3 ___ or 4___) Any additions, please specify dietary requirements: _____

Invoice address (if different from above): _____

Meeting reference: _____ Purchase order number if applicable: _____

I confirm the above details and agree to The Wolseley Centre's booking Terms & Conditions

Name: _____

Signed _____

Job Title _____

Date _____

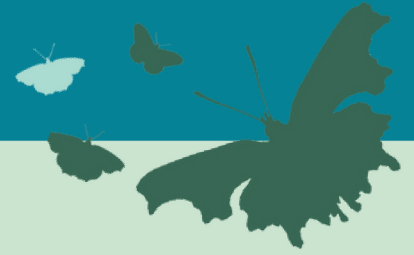


The Wolseley Centre

Conference facilities terms and conditions



Staffordshire
Wildlife Trust



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

After making a provisional booking, we will contact you via post or email with an official booking form within two working days. Please complete this form carefully and return it to us along with any purchase order forms 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:



The Wolseley Centre

Conference facilities terms and conditions continued



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- 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 that we may need to cancel your booking, we will try to inform you with as much notice as possible.

GENERAL

We try to be as flexible as possible to satisfy your needs and ensure your meeting runs smoothly and to the level of standard you expect. On arrival the facilitator is required to attend a room induction, including a health and safety briefing. Please inform your designated Staffordshire Wildlife Trust staff member of any health and safety issue immediately.

As a general rule bookings should be made between 9am and 5pm but we can be flexible on this in exceptional circumstances. Please allow enough time for set up before your meeting commences.

Morning bookings are from 9am until 1pm, with some flexibility at the end of your meeting for clearing up if there is no afternoon booking scheduled. Otherwise we ask for prompt vacation from the room at 1pm to allow preparation for the afternoon's client. We will advise you of this on the day.

Afternoon bookings are 1pm until 5pm with prompt vacation of the room at 5pm to allow for cleaning. There will be a charge for additional staff costs if your meeting runs after 5pm without prior agreement.

We will not claim responsibility 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 the meeting room. White tack can be used on doors and windows with prior permission.

Any equipment hired 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. 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 car park. Clients should ensure that their own insurance covers such items.

We ask all participants not to enter any areas which are designated and clearly marked for staff only.

We will not accept any unreasonable behaviour on the premises. 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.

