



## **TRAINING & MEETING FACILITIES TO HIRE**



*“Values, culture and character through excellence in standards”*

# CONTENTS

Introduction	Page 3
Facilities for Hire	Page 4
Drove Campus Rooms	Page 5 - 7
Hire Charges	Page 8
Booking Form	Page 9
Terms & Conditions of Hire	Page 10 - 11
Drove Campus Directions	Page 12
Drove Campus Fire Plan	Page 13

# WELCOME TO THE WHITE HORSE FEDERATION



The WHF is a Multi-Academy Trust which supports Primary, Secondary and Special schools in the south of England. At its heart is a belief that we want to develop the type of schools that we would be proud to send our own children to. We do this with a relentless drive for academic excellence blended with a shared moral purpose and shared values but also with an awful lot of fun and happiness in our schools. We genuinely believe in partnership working with our schools, the pupils and their parents and the wider community each serves to create the best possible outcomes for our children.

We also believe that our colleagues are among the finest in the country and we are proud to empower them through support, training and career opportunities. With such outstanding staff we are able to ensure every student achieves all that they are capable of and more, regardless of background, culture, heritage or ability.

NICK CAPSTICK

CEO

## FACILITIES FOR HIRE

If you're looking for the right place to hold your conference, training session, meeting or performance, then why not consider The White Horse Federation Conference Centre? We offer an extensive range of facilities which can be booked on a one-off or regular basis. If you would like to arrange a tour of the campus or enquire about dates please call lettings on 01793 818603 or email: [Lettings@twhf.org.uk](mailto:Lettings@twhf.org.uk)

Here at Drove Campus, we have three training rooms available for hire. Each room is light and airy with natural daylight

All rooms are equipped with projector/screen or whiteboard, flip chart and writing equipment. All rooms are based on the ground floor within the Swindon Teaching School at Drove Campus.



We have an onsite coffee lounge where refreshments and lunches are served and male/female and disabled toilets. All rooms have disable access.

The Uffington Room is the largest of our three training rooms, the room has a modular table system that can be easily adjusted to a variety of layouts (see *table below*). Natural lighting together with inset fluorescents ensure an even spread of light. All windows open to provide ventilation and have full blackout blinds. The room hire includes a desktop PC, projector, flip chart, pens and writing equipment.



**Maximum Seating:**

CABARET	THEATRE	BOARDROOM	HORSESHOE
40	50	20	20

# BIBURY ROOM

## Accommodates 2 - 30 Delegates

The Bibury room has a modular table system that can be easily adjusted to a variety of layouts (see table below). Natural lighting together with inset fluorescents ensure an even spread of light. All windows open to provide ventilation and have full blackout blinds. The room hire includes a desktop PC, projector, flip chart, pens and writing equipment. Equipped with a Smart board, Laptop, Flip Chart/Pens and writing equipment.



### Maximum Seating:

CABARET	THEATRE	BOARDROOM	HORSESHOE
24	30	20	20

## **Accommodates 2 - 20 Delegates**

The Liddington Room is the smallest of our training rooms, the room has a modular table system that can be easily adjusted to a variety of layouts (see *table below*). Natural lighting together with inset fluorescents ensure an even spread of light. All windows open to provide ventilation and have full blackout blinds. The room hire includes a desktop PC, projector, flip chart, pens and writing equipment.



### **Maximum Seating:**

CABARET	THEATRE	BOARDROOM	HORSESHOE
18	20	15	15

The following charges relate to training rooms within Drove Campus. All rooms have a standard set up of flipchart, flipchart pens, projector/projector screen, and PC/Laptop

Room Hire Cost	Sessions		Full Day	
Room	£82.50		£165.00	
<b>Surcharges for Room Hire</b>				
Evening or weekends		£35.00 per session		
<b>Refreshments</b>				
Tea/coffee includes biscuits		£2.00 per head		
Tea/coffee Danish Pastry		£3.00 per head		
<b>Equipment Charges – requested in addition to standard room set up</b>				
Additional flip chart stand		£16.40		
Additional flip chart		£5.50		
Additional set flipchart pens		£4.40		
Presentation screens		£16.40		

We can also provide lunches for your event. Please ask for a menu if you require lunches.

The White Horse Federation and the Governing Body reserve the right to change any charges without prior notification.

To Book any of our Rooms please

contact: Carolyn Piechniczek

Telephone: 01793 818603

E-mail [lettings@twhf.org.uk](mailto:lettings@twhf.org.uk)



# BOOKING FORM



Title of Course/Meeting- .....

Contact Name ..... WHF Ref Only .....

Tel No ..... Fax No ..... Email.....

Department/Address/Organisation.....

Date required	Start Time	Finish Time	Number of Delegates/ Presenters/Course Leader	Room (s)

Invoice to .....

### Equipment

The standard room set-up is:-

-

Any additional equipment(s) required please speak to reception:

.....

### Refreshments (Please enter times and numbers required)

	On Arrival	Mid-morning	Lunchtime	Afternoon	On Tap
Time					
Numbers					

### Catering

Menu/Option .....

Price £ ..... per person

Any other information (e.g. vegetarian/gluten free/nut free): .....

### Room Layout (Please tick box):

.....

**(Cheques to be made payable to THE WHITE HORSE FEDERATION)**

Room Cost £.....

Evening/Weekend Surcharge £ ..... **(£35)**

Signed ..... Dated .....

**This form must be completed and returned within seven days to confirm your original booking.**  
**Parking – We do not have parking facilities on site. Pay & Display parking is available at the County Ground.**

# TERMS & CONDITIONS OF HIRE

All bookings are for hire of room/s in the WHITE HORSE FEDERATION, DROVE CAMPUS, PLYMOUTH STREET

**Interpretation** - the 'Hirer' means the person hiring any part of The White Horse Federation or facilities and shall include any person purporting to act on behalf of such 'Hirer'. No person under the age of 18 year will be accepted as the Hirer.

**Payment** - Deposit is due 4 weeks before the booking takes place. Remainder to be paid within 14 days of issue of invoice

**Deposit:** \* A 20% non-refundable deposit must be sent with your booking form to The White Horse Federation 4 weeks previous to the booking date.

\* Provisional booking will be held for 7 days – unless otherwise agreed.

\* **Deposits must accompany the confirmed booking.**

**Charges:** Hire charges will be in accordance with the current charges laid by The White Horse Federation. The White Horse Federation reserves the right to vary charges giving one months' notice at any time.

If the period of hire is exceeded then a surcharge will apply in accordance with the current charges laid down by The White Horse Federation.

**Cancellation by The white Horse Federation:** The White Horse Federation reserves the right to refuse any application or to cancel or terminate any booking without notice at any given time for any reason whatsoever without being bound to give any reason for doing so.

Any hire charge paid in respect of the hiring which is cancelled by The White Horse Federation will be refunded with the exception of a cancellation arising through the failure of the hirer to comply with the conditions of hire.

The White Horse Federation shall not be liable for breach of contract or to be held liable for any expenditure incurred or loss sustained, directly or indirectly by the Hirer as a result of a refusal, cancellation or termination. In the case of a cancellation by The White Horse Federation arising from the Hirer failing to comply with conditions of hire, the full charge for the booking may be made..

**Cancellation by the Hirer:** Cancellation of any hire period by the Hirer must be received in writing 8 days before the booked period. Any cancellation will result in loss of deposit and in addition:

Within 4 weeks of function date 10% of balance of room hire charge.

Within 3 weeks of function date 20% of balance of room hire charge.

Within 2 weeks of function date 30% of balance of room hire charge.

Within 1 week of function date 50% of balance of room hire charge.

Hirers shall indemnify The White Horse Federation from and against any claim for damages, costs or expenses which may be made against The White Horse Federation in respect of personal injury, death or loss of a damage to property sustained in any person and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using the facilities/The white Horse Federation as a result of the hiring.

**Catering:** If catering booked from The White Horse Federation, the following applies:

All catering fees will be paid within 14 days of issue of invoice.

48 hours' notice is required for any change of numbers of catering requirements. Full charge for the difference in numbers will be made if less notice is given for catering.

**Broadcasting rights:** Broadcasting (sound/TV) filming or photographic rights cannot be exercised without written consent of The White Horse Federation.

**Rights of Removal and Omission:** The White Horse Federation retains the right to remove, eject or direct the Hirer to do so, any person who in the right opinion of The White Horse Federation or its Officers is causing a disturbance, contravening the condition of hire, or acting in a dangerous manner during the hiring. The White Horse Federation reserves the right to halt or terminate the hiring prior to its completion in an emergency or if the conditions of hire are contravened.

**P.A.T.:** In the interest of safety, no electrical appliances may be brought into the building by the Hirer or any person acting on the Hirers behalf without the express written permission on The White Horse Federation. Where permission is granted all electrical appliances must have a current portable appliance certificate (P.A.T.).

**Breach of Regulations –** If any booked period of hire is cancelled or terminated by The White Horse Federation as a result of these conditions (as to which the decision of The White Horse Executive Head's shall be final) the Hirer shall remain liable for charges due up to that time, but without prejudice to any claim which the council may have against him/her arising out of such breach or otherwise as contained under clause "Cancellation by The White Horse Federation" of the terms and conditions.

**Parking:** We have no on-site parking facilities. Pay & Display parking is available at the County Ground.

**Valuables and Personal Possessions:** are the sole responsibility of the Hirer/Owner.

**Safeguarding:** The White Horse Federation has a responsibility to safeguard the community using its facilities. If children are present, a copy of the relevant organisation's Safeguarding Policy must be provided along with the names, contact details, enhanced CRB disclosure details, and Child Protection training dates of all adults regularly attending. When completing this booking form, please ensure you complete the appropriate Safeguard Appendix. Failure to do so will result in immediate cancellation of your booking. For 'one off' bookings, we will require a full register of children and adults present.

### **The Hirer agrees:**

**A** To pay The White Horse Federation on demand the cost or repairing or of making good any loss or damage over and above normal wear and tear arising from negligence of the hirer or any member of the hiring group to the premises or equipment arising out of, or incidental to the hiring.

**B** To conduct the hiring in a safe and orderly manner in accordance with any relevant by-laws, regulations, licenses, conditions of hire (the content of which the Hirer shall be deemed to be aware) and only for the purpose stated on the application form signed by the Hirer.

**C** To comply with directions given by and allowing access at all times to members of The White Horse Federation's staff or any representatives of the management.

**D** To ensure that no exits or fire exits from or within The White Horse Federation are blocked, inside or outside and that no chairs or obstacles are placed in the corridors or access areas or emergency exits and that fire appliances are not re- moved or tampered with.

**E** To ensure that vehicles are parked within parking bays.

**F** To not use The White Horse Federation for any purpose other than the activities specified overleaf and shall ensure that all activities are conducted in an orderly and lawful manner.

**G** To ensure that all users of the facility under or by virtue of the hiring comply with the general regulations of The White Horse Federation (which shall be deemed to be incorporated in these conditions) and the Hirer shall be liable to The White Horse Federation for any breach thereof or of these conditions as is such breach has committed by the Hirer.

# Directions to Drove Campus, Swindon

## HOW TO FIND US

### Walking

If you walk down Drove Road from the Magic Roundabout, turn right after the Aldi store onto Plymouth Street. The entrance to Drove Campus is on your left hand side, you will see a sign that says 'The White Horse Federation Central Offices'.

### Driving

Carry on down Drove Road and then turn right onto Southampton Street. Go to the end of Southampton Street and then turn right onto York Road. Plymouth Street will be the second turning on the right hand side.

If you are having difficulties, the map below may help.



### Parking

Drove Campus has no on-site parking; however, being located centrally in Swindon there is an excellent bus service available. If delegates are driving to the Centre we advise parking at Swindon Football Ground (Sat nav **SNI 2ED**), a 5 minute walk away.

Please note this is pay and display.

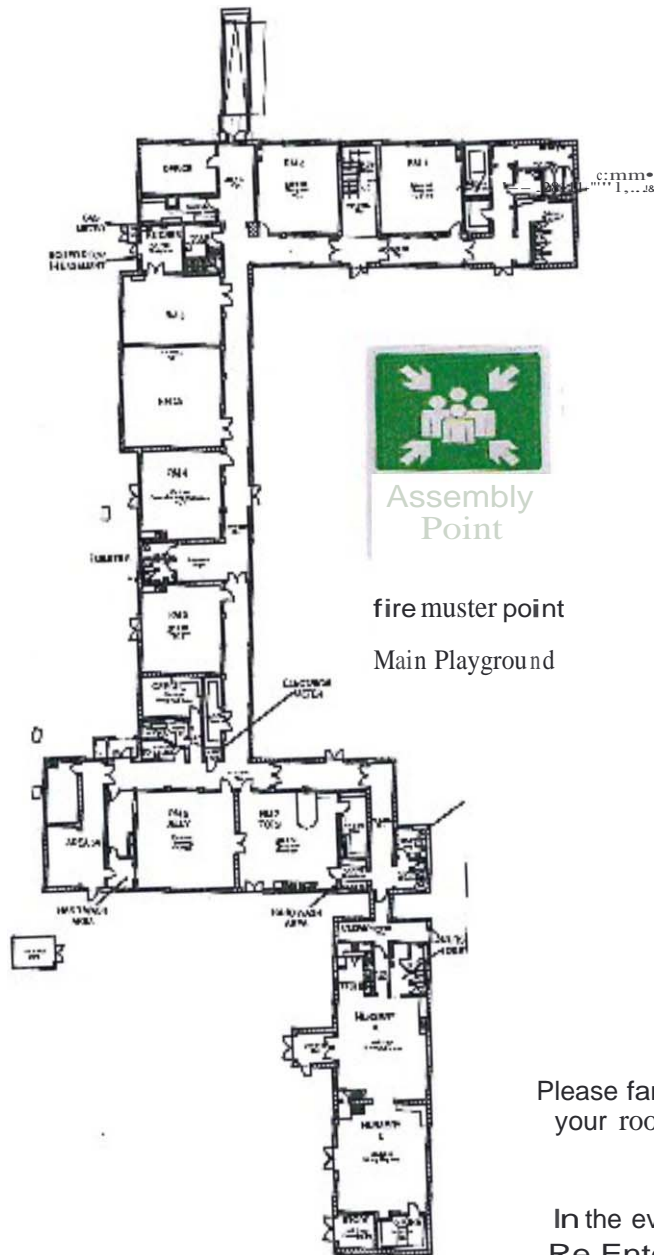
### Swindon Football Ground (County Ground)

Up to two hours £0.20

2 to 6 hours £2.00

6 to 24 hours £4.00

**Please note that parking through the blue gates on Plymouth Street is for staff only.**



Please familiarise yourself with your room, fire exits and fire route.

In the event of a fire, DO NOT Re Enter until you are told it is safe to do so.

Drove Children Centre  
WHF Central Team





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[www.thewhitehorsefederation.org.uk](http://www.thewhitehorsefederation.org.uk)

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