

BOOKING FORM

National Centre for Food Manufacturing, Holbeach Campus, Park Road, Holbeach, PE12 7PT

Booking remains provisional until the form is completed and returned by post to the above address, or scanned and emailed to ncfm@lincoln.ac.uk - an email will be sent to confirm your booking.

We will contact you prior to your event to finalise details with you.

Name of Organisation	
Contact Name	
Invoice Address	
Purchase Order Number (Required to confirm booking)	
Telephone Number	
Email	
Title of Event	
Date and Times of Event	
Number of Attendees	
Room(s) Required	
Room Layout	Theatre <input type="checkbox"/> Boardroom <input type="checkbox"/> U Shape <input type="checkbox"/> Cabaret <input type="checkbox"/>
Tea, Coffee and Biscuits	On arrival <input type="checkbox"/> At breaks - please give times
Catering: Menu Required	
Do you have any dietary or access needs?	

December 2017

CONFERENCES AND MEETINGS

National Centre for Food Manufacturing



Are you looking for a venue to hold a meeting, conference or your own in-house training?

The University of Lincoln has facilities to hire at
The National Centre for Food Manufacturing and Minerva House, Holbeach Campus

National Centre for Food Manufacturing

University of Lincoln | Holbeach Campus | Park Road | Holbeach | PE12 7PT

Telephone: +44 (0)1406 493000 | Fax: +44 (0) 1406 493030 | ncfm@lincoln.ac.uk

www.twitter.com/UoLNCFM  www.facebook.com/UoLNCFM 



UNIVERSITY OF
LINCOLN

NATIONAL CENTRE FOR
FOOD MANUFACTURING

Rooms Available to Hire

Rooms	Max Capacity	Half Day*	Full Day*
Conference Room NCFM	75	£150	£300
Seminar Room 3 NCFM	14	£70	£140
Seminar Room 1 NCFM	6	£40	£80
Seminar Room 2 NCFM	6	£40	£80
Glen Minerva House	16	£70	£140
Witham Minerva House	10	£60	£120
Bedford Minerva House	10	£40	£80
Welland Minerva House	10	£40	£80
IT Suite Minerva House	10	£40	£70

*All prices quoted above are subject to VAT

Terms & Conditions

- Visitors with access needs are advised to phone main reception on 01406 493000 before arriving at NCFM.
- Please make yourself familiar with the NCFM emergency procedures. The event organiser is responsible for Health and Safety of delegates and should ensure that a delegate list is available in the event of an emergency.
- **Hours of booking:** Full Day: 9.00am - 5.00pm Monday to Friday.
Half Day: 9.00am - 1.00pm or 1.00pm - 5.00pm.
Times outside of the above hours are negotiable and may incur an additional charge.
- **Confirmation of booking:** Telephone or email bookings will be held for 10 days pending receipt of a completed booking form with purchase order number (by post or email).
- **Cancellation of booking:** Cancellations must be made in writing by email to ncfm@lincoln.ac.uk. Additional costs incurred by the University may be charged and a cancellation fee will be charged, including catering orders, i.e:

Less than 2 weeks notice but more than 1 week:	25%
By 5pm 5 days before:	50%
By 5pm 3 days before:	100%
- If the University of Lincoln is obliged to cancel the reservation, a full refund will be given.
- A purchase order number must be provided at the time of booking.
- There will be a charge for any damage caused to the University's property/equipment or for any additional cleaning charges incurred by the University during the hire period.

Call Jean on 01406 493000 to discuss your booking or email ncfm@lincoln.ac.uk

Resources Support

- Room hire includes Smart Board or dry wipe board, flip chart, pens, computer, projector and screen.
- Wi-fi - Our UoL Visitor Wi-fi is available for self register across our campus. Instructions on how to access this are displayed in our meeting rooms.
- All of our PC's run Microsoft Windows 7 with Microsoft Office 2013 applications such as PowerPoint plus they are equipped with USB ports (versions 2.0 & 3.0) and have high speed internet connections to access services such as YouTube, DropBox etc.
- If you would like to use your own laptop, it can be connected to our projectors via VGA connection in Minerva House but if you are using a room in NCFM, you can choose to use either VGA or HDMI connections. Mac Books are not supported.
- Please ensure you allow time on the day to check your presentations/hyperlinks are accessible, alternatively you can send these across 3 days in advance to ncfm@lincoln.ac.uk and we can check these for you.
- Photocopying available at an additional charge. Black and White - 10p | Colour - 25p.

Catering

Refreshments

£2.50 Per Person Per Serving*

Coffee / tea / biscuits / water

<u>Menus</u>	<u>Contents</u>	<u>Price Per Person *</u>
	<i>(all menus include one round of tea, coffee and water)</i> <i>Additional servings are charged as above.</i>	
Basic Lunch	Variety of sandwiches and crisps (packet) <i>~Rolls/wraps are available for groups of 5 delegates or more, 3 days notice required~</i>	£5.00
Working Lunch	Variety of sandwiches, crisps (packet) and cake <i>~Rolls/wraps are available for groups of 5 delegates or more, 3 days notice required~</i>	£6.00
Finger Buffet	Variety of sandwiches, crisps (packet) cake and fresh fruit <i>~Rolls/wraps are available for groups of 5 delegates or more, 3 days notice required~</i>	£7.00
All Day Breakfast	Bacon, sausages, tomatoes, mushrooms & bread rolls (served with sauces), danish pastries, fresh fruit platter, yoghurt, orange juice	£10.00
Hot Breakfast	Bacon, sausages, bread rolls (served with sauces), orange juice	£6.50
Mini Breakfast	Danish pastries, fresh fruit and yoghurt, orange juice	£5.50
Winter Warmer	Home made soup, including: stilton & broccoli / leek & potato / tomato & basil (for all flavour options please contact us) variety of freshly prepared baguettes, fresh fruit basket, variety of flapjacks & biscuits	£10.00
Tastes of Lincolnshire	Variety of sandwiches, pork pie, honey & mustard Lincolnshire sausages, Lincolnshire poacher cheese & red onion tartlets, platter of Lincolnshire cheeses & biscuits and a variety of Lincolnshire carrot cake / chocolate potato cakes / Lincolnshire plum bread	£11.50

*All prices quoted above are subject to VAT ~Please note we do not have catering facilities on site, 48hr minimum notice is required.
~3 days notice required for rolls/wraps~

For full menu options or to discuss alternative menu options / specific dietary requirements please call Jean on 01406 493000