

# The Elm Farm Conference Room

at

## The Organic Research Centre,

A Grade 2 listed 18<sup>th</sup> century building, recently sympathetically restored with underfloor heating, modern lighting and disabled access. Set in a beautiful rural location close to the M4 and airports, the conference facility is able to accommodate different group sizes, from small intimate groups of 20 people to larger meetings up to 80 – with on-site parking. The room offers flexible meeting areas and an integral kitchen, which will allow for catering and self catering during events. Elm Farm is also home to an organic farm trail which is wonderful facility for visitors to the conference centre.



The business of The Organic Research Centre - Elm Farm is to develop and support sustainable land-use, agriculture and food systems, primarily within local economies, which build on organic principles to ensure the health and well-being of soil, plant, animal, man and the environment. It has played a central role in the development of organic research, policy and standards since 1980.

The Organic Research Centre

Hamstead Marshall

Nr Newbury

Berkshire RG20 0HR

Tel: 01488 658298

Fax: 01488 658503

Email: [bookings@organicresearchcentre.com](mailto:bookings@organicresearchcentre.com)

## Research

The Organic Research Centre undertakes an extensive programme of research on crops and livestock systems, their interactions with each other and with the environment. On-going examples include the dynamics of composite cross populations of wheat, silvo-poultry systems and agro-forestry. We carry out policy research that covers a range of environmental, production and socio-economic subjects including GM crops, climate change, and renewable energy. Our research methods include both system and component approaches in the laboratory and, more frequently, on commercial organic farms around the country. To ensure our work is relevant and focused on the end user, we also believe that a participatory mode of research is essential. To guarantee the highest quality of science, we collaborate with the best researchers in the UK, Europe and across the world.

## Communication

Regular publications include the *Bulletin* newsletter, briefing notes, research papers and policy notes. A central communications hub is our website - [www.organicresearchcentre.com](http://www.organicresearchcentre.com) The Organic Research Centre - Elm Farm also runs regular conferences, seminars and farmer open days to deliver research findings and policy ideas.

## Education and community

As an educational charity we work with local schools, community and special needs groups and the wider public to help understanding of food systems and sustainability. There is free access to the Defra-funded farm trail at Elm Farm. Our Organic Demonstration Farm Network was established in 1996 to allow farmers across the country to exchange knowledge and experience. It now has over 20 farms.

## Advice and consultancy

The Organic Advisory Service (OAS) has a long history of supporting the organic food chain from farmers and growers to processors and individual retailers. Its services include conversion planning, farm management plans, agricultural appraisal and technical advice. The OAS has worked closely with government in its delivery of the Organic Conversion Information Service (OCIS) for 11 years and commenced delivery in 2008 of a new OCIS contract under the management of Natural England.

## Supporting farmers

Our help to the UK organic sector includes the establishment and on-going participation in the Farmer Co-operative Organic Arable and the Organic Seed Producers company (OSP) addressing the needs of co-operative marketing and seed production.

# ROOM HIRE RATES

*Please ask about discounts for meetings of less than 20 people and for local community groups and organisations.*

## ROOM RATES

Full-day	£280.00
Half-day Morning from 9.00 – 1.00 pm	£140.00
Half-Day Afternoon from 1 – 5 pm	£140.00
For shorter meetings	£40/hour

All rates charged plus VAT (at the going rate at time of booking)

Prices include:

Mid-morning and/or mid-afternoon refreshments  
(organic tea, coffee, juice, water and biscuits)

IT equipment

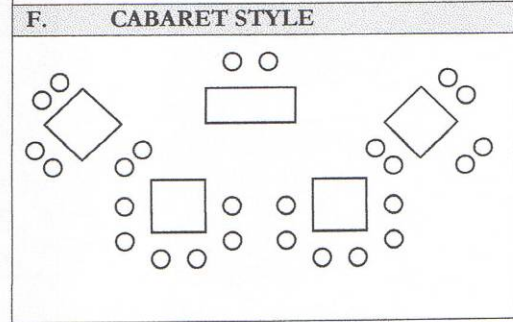
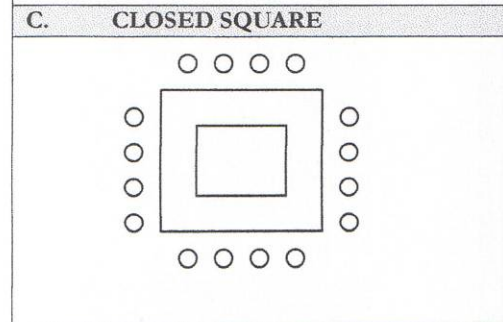
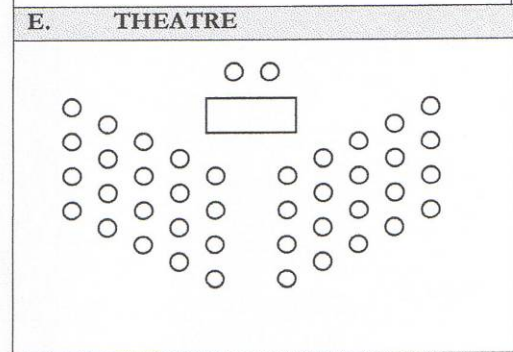
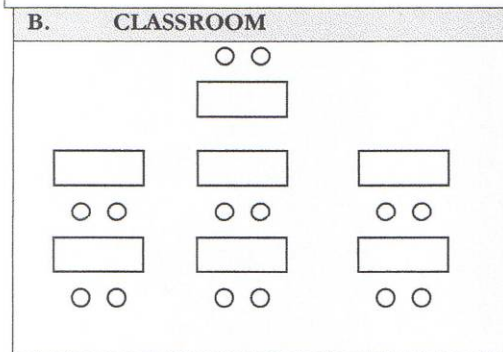
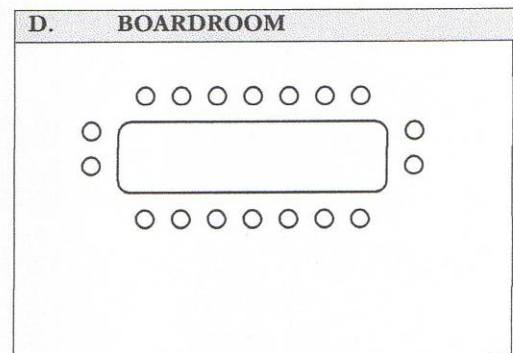
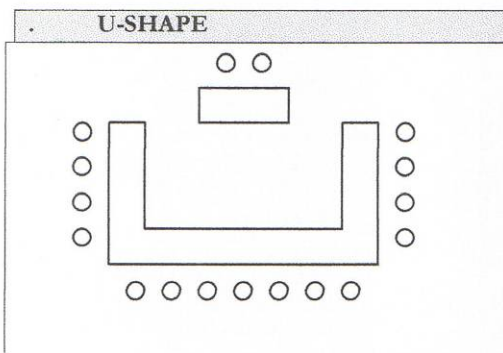
Buffet lunch (hot or cold) available (see separate sheet and charged separately)

Stationery is available (see separate list and charged separately)

Room hire set out to your specifications regarding seating and IT requirements.

# SEATING LAYOUTS

## ROOM LAYOUTS



# BOOKING FORM

A booking is only considered confirmed and binding when The Organic Research Centre – Elm Farm has received a signed copy of this form. This booking is subject to the standard Terms and Conditions enclosed in this pack.

Company Name	
Booking Contact	
Telephone	
Fax	
Email	

Event Name			
EVENT DATE			
Arrival Time		Departure Time	
Hire Charge			
Number of Participants			
Room Layout (theatre style, etc- see sep sheet)			
Lunch required			
Any Special Arrangements			
Invoice to:			
£25.00 Deposit Required (please make cheque out to Progressive Farming Trust Ltd)			

I have read and agree to the Terms and Conditions of Hiring the Organic Research Centre conference room :

Signed on behalf of the Client: ..... Date: .....

Please return SIGNED COPY to: The Organic Research Centre- Elm Farm,  
Hamstead Marshall, Newbury,  
Berkshire, RG20 0HR

# ROOM and EQUIPMENT CHECKLIST:

Please tick appropriate boxes and return with Booking Form

DATE OF EVENT: .....

## ROOM RATES:

Full-Day Hire	£280.00	
Half-Day Hire a.m.	£140.00	
Half-Day Hire p.m.	£140.00	
Hourly Rate for shorter duration meetings	£40.00	

## CATERING REQUIREMENTS

	tick	Number
Morning refreshments*		
Afternoon refreshments*		

\* Organic Tea, Coffee, Juice, Water and Biscuits

	tick	Number	Price	Cost
Hot Buffet				
Cold Buffet				

## ROOM LAYOUT:

Room Layout:	Theatre		U-Shape	
(see attached plans)	Boardroom		Closed Square	
Please tick	Classroom		Cabaret Style	

## IT/EQUIPMENT:

			Tick if required	Number required
Powerpoint projector in situ				
Screen in situ				
Laptop in situ				
Slide Projector				
OHP				
Flipchart and Pen Set		£5.00		
Recycled A4 writing pad	Each	£0.50		
Recycled A5 shorthand notebook	Each	£0.50		
Pens	Each	£0.30		
Pencils	Each	£0.30		

# Our ethical food policy ....

The philosophy of the Organic Research Centre is to develop and support sustainable land-use, agriculture and food systems, primarily within local economies, which build on organic principles to ensure the health and wellbeing of soil, plant, animal, man and the environment – and to this end, we operate an ethical food policy in our conference centre. **All tea, coffee, milk, sugar and fruit juice supplied by us is organic and where appropriate Fairtrade certified to ensure that farmers get a fair price for their produce.**

We have asked our caterers to work to the following guidelines for sourcing ingredients:

Any **dairy products** used should be **organic**. When using **fruit**, only fresh seasonal **organic** fruit - preferably locally grown should be used. If imported organic fruit is used, then it should be Fairtrade certified if at all possible. Where **meat** is used this should be British and **organically-reared** and preferably locally produced from our recommended suppliers. Where **bread** is used it should be **organic** and mainly wholemeal, not white. **All vegetables** should be **organically produced** and preferably locally grown. We try to keep all packaging to a minimum and to use biodegradable / compostable or recycled material wherever possible at all times.

## Catering Options :

We offer a range of Menus from the basic working lunch to the more varied and imaginative menus for cold buffets and hot sit-down meals. Choices and price will depend on seasonal availability of produce and can be discussed at the time of booking. Vegetarian options are included and a vegan option can be discussed.

## Our Recommended Suppliers:

### Organic Meat:

Sheepdrove Organic Farm, Lambourn, Berkshire  
Pang Valley Organics, Heritage, Berkshire  
Eastbrook Farm, Swindon, Wiltshire  
The Swan Inn, Inkpen, Berkshire

[www.sheepdrove.com](http://www.sheepdrove.com)  
[www.pangvalleyorganics.co.uk](http://www.pangvalleyorganics.co.uk)  
[www.helenbrowningorganics.co.uk](http://www.helenbrowningorganics.co.uk)  
[www.theswaninn-organics.co.uk](http://www.theswaninn-organics.co.uk)

### Organic Biscuits and Baking ingredients:

Doves Farm Foods, Hungerford, Berkshire

[www.dovesfarm.co.uk](http://www.dovesfarm.co.uk)

### Organic Fruit and Vegetables:

Tolhurst Organic Produce, Berkshire  
Ogg Valley Organics, Wiltshire  
Coleshill Organics, Wiltshire  
Harroway Organic Gardens, Hampshire

[www.tolhurstorganic.co.uk](http://www.tolhurstorganic.co.uk)  
[www.oggvalleyorganics.co.uk](http://www.oggvalleyorganics.co.uk)  
[www.coleshillorganics.co.uk](http://www.coleshillorganics.co.uk)  
01256 895346

### Organic Dried goods (pasta), etc:

Garlands Farm Shop, Berkshire

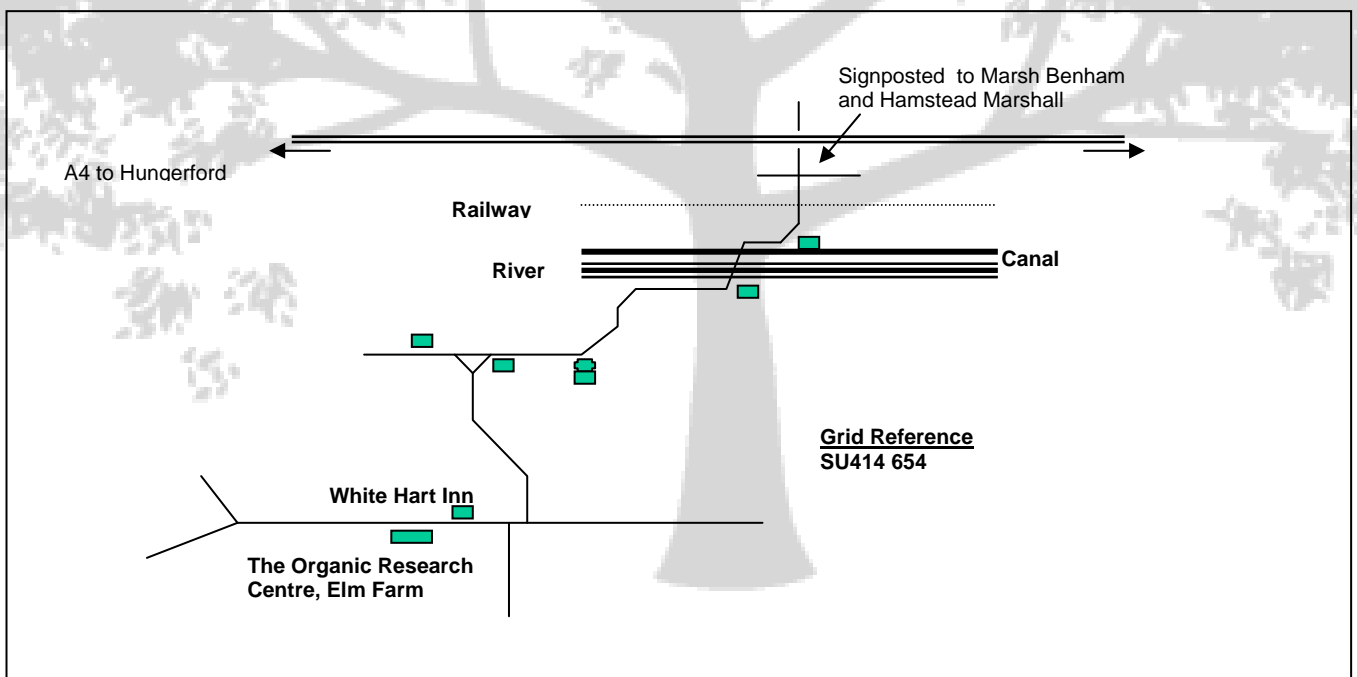
[www.garlandsorganic.co.uk](http://www.garlandsorganic.co.uk)

# HOW TO FIND US

**From the M4 Junction 13** - take the A34 south towards Winchester. Exit the A34 at the 3rd exit on to the A4 west towards Hungerford. Travel approximately 1.5 miles along the A4 until the road dips down a gentle hill with a crossroads at the end of the straight, take the left turning (signposted for Marsh Benham and Hamstead Marshall). Proceed along this country road, across a railway line, the canal and the River Kennet, and up a winding hill (approx. 2 miles in all). Fork left at the top of the hill, signposted for Hamstead Marshall. Continue this road down the hill to a staggered crossroads in the village of Hamstead Marshall. Turn right. The Organic Research Centre, Elm Farm is approx. half a mile on the left, almost opposite the White Hart Inn.

**From the M4 Junction 14** - take the A338 south towards Hungerford. At the mini-roundabout turn left on to the A4 towards Newbury. Travel approx 5 miles along the A4 to the second crossroads after the Halfway Inn, take the right turning, (signposted for Marsh Benham and Hamstead Marshall). Proceed along this country road, across a railway line, the canal and the River Kennet, and up a winding hill (approx. 2 miles in all). Fork left at the top of the hill, signposted for Hamstead Marshall. Continue this road down the hill to a staggered crossroads in the village of Hamstead Marshall. Turn right. The Organic Research Centre, Elm Farm is approx. half a mile on the left, almost opposite the White Hart Inn.

**From the South** - take the A34 North towards Newbury. Exit A34 at the A4 Hungerford sliproad. Follow the A4 west towards Hungerford for approx 1.5 miles until the road dips down a gentle hill with a crossroads at the end of the straight. Take the left turning signposted Marsh Benham and Hamstead Marshall. Proceed along this country road, across a railway line, the canal and the River Kennet, and up a winding hill (approx. 2 miles in all). Fork left at the top of the hill, signposted for Hamstead Marshall. Continue this road down the hill to a staggered crossroads in the village of Hamstead Marshall. Turn right. The Organic Research Centre, Elm Farm is approx. half a mile on the left, almost opposite the White Hart Inn.





# Views of the Conference Room



# Summer event 2010



# Terms and Conditions of Booking

## GENERAL:

1. Groups of less than 20 and local community groups may qualify for a discount on the room rate.
2. Room layout and furniture provision is subject to discussion and final numbers.
3. Refreshments will be served in the conference room.
4. Lunch will be served in the conference room
5. We can provide details of local hotels and Bed & Breakfast.
6. Taxi, mini-bus or coach transport can be arranged from local railway stations and hotels to The Organic Research Centre – but all costs to be paid direct by the hirer.
7. Please make sure you have read our Terms & Conditions.
8. All prices exclude VAT unless otherwise stated.

## BOOKING:

- All bookings are considered as provisional until The Organic Research Centre receives a signed Confirmation of Booking Form. On receipt of the Booking Form all facilities and services reserved on your behalf will be subject to these Terms & Conditions.
- The Confirmation of Booking Form should be returned **within 10 working days of issue**. The Organic Research Centre reserves the right to release the provisional booking and re-let the facilities if the Confirmation of Booking form is not returned.

## CATERING:

- A minimum number of delegates must be identified on the Confirmation of Booking form.
- Final numbers, all other arrangements and requests should be confirmed at **least 7 days before the event**. Amendments to numbers or arrangements should be in writing.
- Any reduction to numbers made within 48hrs prior to arrival will be charged for in full.

## CANCELLATION by the Hirer:

If the hirer makes significant changes to the nature of the booking or number of delegates, The Organic Research Centre may amend applicable rates or facilities offered. In the unlikely event the you should have to cancel, reduce the duration or contracted value of your booking, the scale of charges for the loss suffered by The Organic Research Centre are as follows:

- There is no cancellation fee – other than the 10% deposit - for confirmed bookings with at least **one month's notice**.
- Confirmed bookings cancelled with less than one months notice will be charged 50% of the room hire cost and any charge levied by the caterer passed on to the hirer.
- Cancellation of 48hrs notice, or less, incurs a charge of both room hire and catering charges in full.

## **CANCELLATION by the Provider:**

The Organic Research Centre reserves the right to cancel a booking if; (1) the centre's management judge that a booking may prejudice the reputation of the The Organic Research Centre, (2) the hirer is more than 30 days in arrears of previous payments, (3) The Organic Research Centre becomes aware of any alteration to the client's financial situation.

If The Organic Research Centre is unable to honour this booking or any part of its services for any cause outside of its control, it shall be entitled to cancel the booking without liability.

## **INVOICING:**

A deposit of **£25.00** is required to secure a booking. This should accompany the booking form.

If there are any last-minute changes to the booking in terms of any additional delegates, catering requirements or other changes, these will be invoiced immediately after the event. Should the price of certain commodities increase inordinately, the provider reserves the right to amend quoted prices and advise the hirer accordingly.

## **PROVIDER'S LIABILITY:**

The provider shall not be responsible for any delay or cancellation due to causes beyond its control.

## **HIRER'S LIABILITY:**

- The hirer shall be responsible for the conduct of their guests and ensure that their behaviour shall not cause a breach of the law or nuisance to other guests.
- If the hirer wishes to use any equipment, services or activities arranged through third parties permission must be obtained from The Organic Research Centre beforehand. Permitted use will be entirely at the hirer's own risk and The Organic Research Centre will not be liable for any consequential loss, injury or misuse of the equipment. The hirer will be responsible for any loss or damage suffered by The Organic Research Centre resulting directly or indirectly from the hirer's equipment.
- The hirer is responsible for any damage caused to the conference room furnishings, flooring, equipment etc, either by willful act or neglect of the delegates or guests and shall pay to The Organic Research Centre the amount required to make good or remedy such damage.
- The hirer is not permitted to bring any food or drink on to the premises, unless the prior consent of The Organic Research Centre has been obtained in writing.

## **PAYMENT:**

Payment should be made to The Organic Research Centre within 30 days of the date of the invoice.

The Organic Research Centre reserves the right to charge interest at 3% per month on the balance outstanding unless special terms have been agreed with the management.