



## **Corporate Pack 2017**

**If you are looking for a more unique venue to hold conferences, seminars, meetings, training courses and more, look no further than Kent Life, set in beautiful 28 acre surroundings. The rooms at Kent Life are suitable for both large and small gatherings.**

**A corporate day at Kent Life can be an enjoyable day out for all colleagues and clients.**

**As a part of your corporate booking you will get the opportunity to stay all day and explore the beautiful surroundings here at Kent Life, including our historic houses, gardens, orchards, Britain's last working coal fired Oast House and not forgetting the traditional farmyard animals.**

**At Kent Life we offer a Room Only package that can be tailored to your needs. Our Room Only Package enables you to book a room by the half (3.5 hours) or full day and add your choice of supplements.**

**Our Room Only Package includes:**

- **Your chosen room**
- **Free Car Parking**
- **Directional Signage for your Delegates**
- **Room set-up including use of tables, chairs and tablecloths**
- **Complimentary letterhead paper**
- **Complimentary jugs of water**

# Rooms to Hire

## The Village Hall

Our Vintage Village Hall is an original hall brought to us from Ulcombe. This authentic room has high ceilings and wooden floors. It also includes wash room facilities and bar area. The Village Hall is situated just across a small block- paved pathway from the Wagon Store and is also perfect as a breakout room.



Height	3m
Width	5.4m
Length	12.5m
Electrical Sockets	7 x (Doubles)
Natural Light	YES
Disabled Access	YES
Toilets	YES
Disabled Toilets	YES
Bar	YES

### Capacities:

- Standing- 90
- Theatre- 75
- Boardroom- 26
- Cabaret- 24
- U-Shape- 26

### Venue Daytime Hire Rates:

	Peak (April- October)	Off Peak (November- March)
Full Day (available 9.30- 5.30)	£250.00	£150.00
Half Day (max 3.5 hours)	£150.00	£95.00

## The Wagon Store

As our showcase function room the Wagon Store is complete with timber beams, which are decorated yearly with traditional Kentish dried hops. The Wagon Store is delightful room bathed in natural light from the many windows flanking one wall, giving you a perfect view overlooking the fantastic Orchard and Kent Life grounds.



### Capacities:

- Standing- 90
- Theatre- 90
- Boardroom-26
- Cabaret- 42
- U-Shape- 26

Height	2.1m
Width	7.3m
Length	12.4m
Electrical Sockets	6 x (Doubles)
Natural Light	YES
Disabled Access	YES
Toilets	No (Tea Rooms)
Disabled Toilets	No (Tea Rooms)

### Venue Daytime Hire Rates:

	Peak (April-October)	Off Peak (November-March)
Full Day (available 9.30-5.30)	£250.00	£150.00
Half Day (max 3.5 hours)	£150.00	£95.00

### Interested in hiring both The Wagon Store and Village Hall?

	Peak (April-October)	Off Peak (November-March)
Village Hall and Wagon Store	£395.00	£300.00

## The Cellar

The Cellar is decorated in pastel colours with vintage style bunting. Located beneath the Tearooms and is ideal for children's birthday parties, small informal gatherings or training needs.



Height	2m
Width	4.2m
Length	8.5m
Electrical Sockets	2 x (Doubles)
Natural Light	YES
Disabled Access	NO
Toilets	No (Tea Rooms)
Disabled Toilets	No (Tea Rooms)

### Capacities:

- Standing – 50
- Theatre – 20
- Boardroom – 20

### Venue Daytime Hire Rates:

Available from 9.30-5.30

	Peak (April- October)	Off Peak (November – March)
Full Day (available 9.30-5.30)	£95.00	£75.00
Half Day (max 3.5 hours)	£75.00	£50.00

### Private Evening Hire

Want to hire the whole site for your Evening Function? Please contact us for further details

# Catering

**Why not let us take care of your catering?**

**All Catering must be pre- booked 10 days in advance.**



**Tea and Coffee (Maximum of 60 per serving)**

**With biscuits £1.95 per serving**

**With cakes £3.20 per serving**

**Fresh Orange Juice 1 Litre Jug £2.99**

**Fruit Squash 1 Litre Jug £1.99**

**Bottled Water 500ml bottle £1.25 per bottle**

**Lunch Menu: All our lunches are served Buffet style and options A & B include fresh Tea and Coffee**

**Menu A - £7.95**

**Freshly Baked Baguettes, Kent Crisps, Homemade Cakes, Fresh Tea and Coffee**

**Menu B - £7.95**

**Sandwich Platter, Kent Crisps, Homemade Cakes, Fresh Tea and Coffee**

**Menu C - £4.25 (available also as a Breakfast option)**

**Kentish Corker Sausages in a bun with Sweet Onion Chutney**

**If you have any dietary requirements please let us know at least 10 days in advance so we can then accommodate your request**

## Terms and Conditions

### Access

- Most buildings have wheelchair access, with the exception of the first floors of the historic buildings.
- Fully accessible toilets are available at four locations around the site, including The Village Hall.
- The cellar is not suitable for visitors who require wheelchair access
- We have three wheelchairs available to hire completely free of charge, reserve by calling 01622 763 936
- Please be aware our site is on a gradual slope.
- Free car and coach parking is available on site. Disabled parking spaces are available.

### Booking and Payment

- All bookings should be made by completing the Booking Form and returning it to Kent Life, Lock Lane, Sandling, Maidstone, Kent ME14 3AU or by email to [hhunt@kentlife.org.uk](mailto:hhunt@kentlife.org.uk)
- A non-refundable deposit of £100 will be required for all bookings. An invoice for the deposit will be sent once a booking form has been received. We cannot confirm your booking until we have received your deposit.
- Once the deposit has been received we will confirm your booking and send out your confirmation.
- Numbers must be confirmed 10 days in advance of your visit. At this time an invoice for the final balance will be issued
- We highly recommend the outstanding balance is paid before your visit.
- Invoices must be paid within 30 days of the invoice date. Failure to do so may result in full prepayment being required on future visits.

### Cancellations

- All cancellations of bookings must be made in writing by letter, email or fax.
- Booking cancellations received 7 days or less of the event date will be subject to 100% cancellation charges.
- Kent Life reserves the right to make changes to the booking at any time, in the event of unforeseen circumstances
- Deposits are non-refundable

### Catering

- Catering should be pre ordered at least 10 days in advanced of the event date. Please let us know of any dietary requirements at this time.

- **If larger catering is required, please contact us for further information  
hhunt@kentlife.org.uk**
- **Menus are subject to change**

#### **General**

- **There is a designated smoking area outside the Village Hall and Wagon Store Only**
- **Guests are responsible for their personal property during the visit**

# Booking Form 2017

## Contact Details

Event Organiser	
Company Name	
Address	
Postcode	
Telephone	
Email	

## Meeting Room Required

The Village Hall	
The Wagon Store	
The Cellar	

## Room Layout

Standing	
Theatre	
Boardroom	
Cabaret	
U-Shape	

## Event Information

Date of Event	
Name of Event	
Arrival Time for Set-up	
Delegate Arrival	
Departure Time	
Number of Guests	

## Equipment Required (Included)

Flipchart & Pens	
Digital Projector & Screen	
OHP	
PA System & Speakers	

## Catering

Tea, Coffee & Biscuits	£1.95	Servings	At
Tea, Coffee & Cake	£3.20	Servings	At
Fresh Orange Juice	£2.99	Servings	At
Fruit Squash	£1.99	Servings	At
Bottled Water	£1.25	Servings	At
Breakfast Menu C	£4.25	Servings	At
Lunch Menu A	£7.95	Servings	At
Lunch Menu B	£7.95	Servings	At
Lunch Menu C	£4.25	Servings	At

I hereby agree to the terms and conditions:

Signed.....Date.....

Please complete the form and return to [hhunt@kentlife.org.uk](mailto:hhunt@kentlife.org.uk) or Kent Life, Lock Lane, Sandling, Maidstone, Kent, ME14 3AU