

WELCOME



A Warm Welcome to Ullenwood Court

Located within an Area of Outstanding Natural Beauty on an attractively maintained private estate, the Peacock Suite is based at Ullenwood Court within Adfecto's head office accommodation. Our unique location means that we can offer our clients the perfect combination of high quality meeting accommodation and a relaxing, stress-free environment.

Based on the south side of Cheltenham and only 4 miles from the town centre, Ullenwood Court is within easy access of the M5 with excellent road links to Cheltenham, Cirencester and Gloucester. Free parking is available on site for up to 15 cars.

Our Dedicated Events Co-ordinator

From your initial enquiry through to the final delivery of your event, our dedicated Events Co-ordinator will be able to assist you with all your meeting requirements and provide practical on the day assistance from start to finish.

To contact our Events Co-ordinator, please call **01242 220684** or email events@adfecto.org.uk

The Peacock Suite

The Peacock Suite offers total flexibility to support your individual needs. As well as the main meeting room, there is a comfortable adjacent reception area that can be used for serving refreshments and food during your visit. This area can also be used for breakout purposes during your event. Both rooms benefit from natural daylight and free wi-fi access.

The main meeting room can be set up in a variety of ways and we provide catering options to suit your requirements. Details are included in this pack.

Our Terms & Conditions of Business

Please see our enclosed terms and conditions of business, together with our payment terms following confirmation of your booking.



DIRECTIONS AND MAP

The Peacock Suite | Adfecto
13 Ullenwood Court | Ullenwood
Cheltenham | Gloucestershire | GL53 9QS
T: 01242 220684 F: 01242 257235
events@adfecto.org.uk

Directions

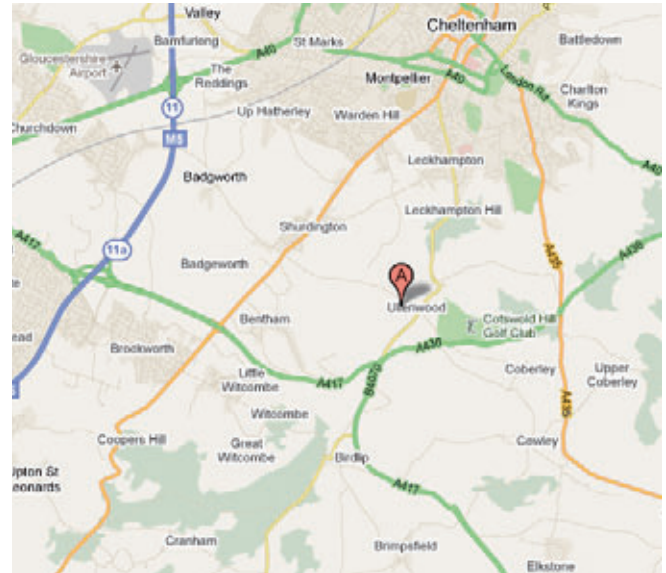
From the South

Access is from Leckhampton Road, the B4070, opposite the National Star College. If you are coming down the hill towards Cheltenham from the Air Balloon (A417 - route from M5/ J11A), the turning is on the left hand side shortly after the Crickley Hill Country Park. A sign for "Ullenwood Court" is positioned in the wall at the roadside entrance.

From the North

If you are approaching our offices from Cheltenham, travel along Leckhampton Road, the B4070, 3 miles from the town centre towards the A417. You will go past signs for the Cotswold Hills Golf Club and the National Star College on your left. Continue along the B4070 and Ullenwood Court is located on the right hand side.

Once in Ullenwood Court, follow the road past the yellow post box and bear round to the right (signposted to The Stables). Go past the row of trees and the Adfecto parking area is on the left hand side with our offices set behind.



PACKAGES AND ROOM HIRE CHARGES



Delegate Package

Our daily delegate package is available at £20.00 per delegate for a minimum of 8 delegates up to a maximum of 15 delegates including the facilitator.

This package includes:

- Services of our Events Co-ordinator throughout the event
- Hire of the Peacock Suite (meeting room and reception/ break-out area)
- Tea, coffee and biscuits on arrival
- Mid morning tea, coffee and biscuits
- Finger buffet lunch
- Afternoon tea, coffee and biscuits
- Use of an LCD projector, screen and flipchart
- Free Wi-Fi access
- Stationery kit
- Pen, paper, tent card, fruit squash, water and sweets
- Free parking for up to 15 cars

Room Hire Only

Alternatively, you can hire the Peacock Suite and design your own package to suit your meeting requirements. The maximum number of delegates is 15 including the facilitator.

Our room hire only options are as follows:

Session Timings		Cost
Full day	9.00am to 5.00pm	£120.00
Morning only	8.30am to 12.30pm	£60.00
Afternoon only	1.30pm to 5.00pm	£55.00

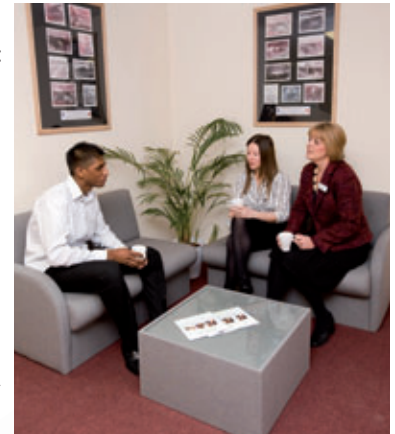
The room hire rate includes:

- Services of our Events Co-ordinator throughout the event
- Use of an LCD projector, screen and flipchart
- Free Wi-Fi access
- Stationery kit
- Pen, paper, tent card, fruit squash, water and sweets
- Free parking for up to 15 cars

Additional charges would be made for the following:

- Tea, coffee and biscuits @ £1.50 per person, per serving
- Finger buffet lunch @ £7.75 per person

Additional audio visual equipment can be hired. Please ask us for further details.





The Peacock Lunch

We are able to arrange a high quality finger buffet freshly prepared by a local specialist supplier.

The menu includes both vegetarian and non-vegetarian options. If you have any other specific dietary requirements please let us know when confirming your booking.

Menu

£7.75 per head

Sandwich Selection with an Assortment of Fillings on
Granary, Wholemeal and White Bread
Variety of Bite Size Savoury Items
Selection of Cakes
Mixed Fresh Fruit Platter
Fresh Orange Juice



MEETING ROOM LAYOUTS

Below are examples of how the main meeting room can be set up to suit your individual requirements.

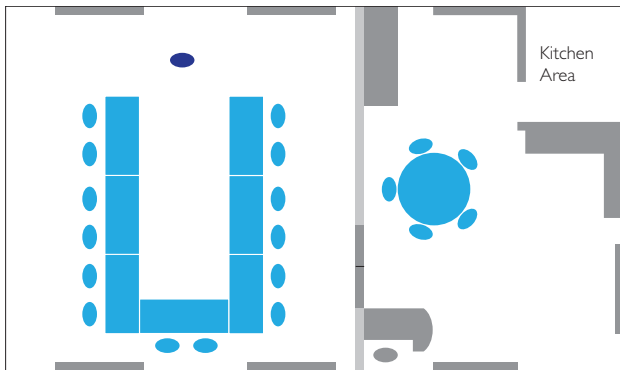
The dimensions of the main room are 23' 9" x 22' 10". The adjacent room can be used for greeting your guests, serving refreshments and lunch as well as being used as a breakout area during the course of your event.

Main Meeting Room
23' 9" x 22' 10"

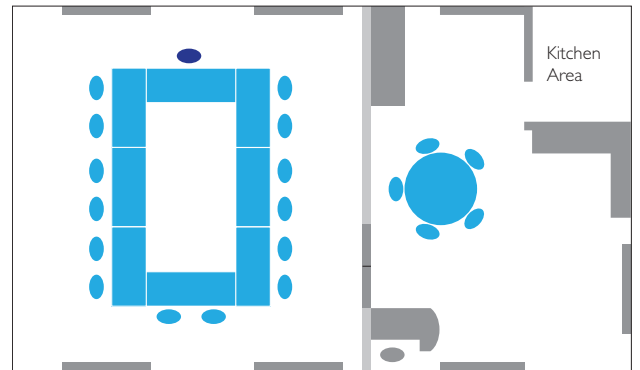
Whole Peacock Suite
42' x 23' 9"



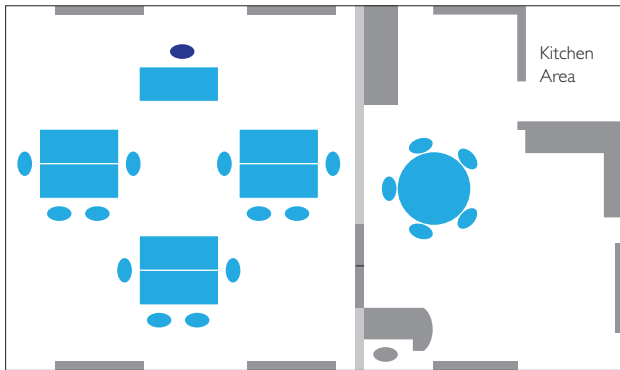
U-shape



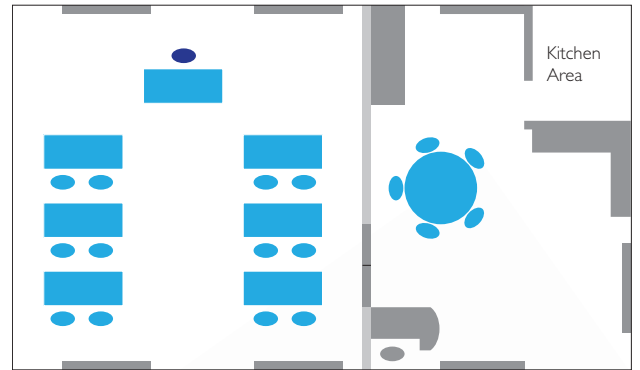
Boardroom Style



Cabaret Style



Classroom Style



TERMS AND CONDITIONS

All events held in The Peacock Suite by the Client will be subject to the following:

General:

1. This contract is made between Adfecto and the Client as specified on the booking form.
2. The person signing for and on behalf of the Client warrants to Adfecto that he/she has the authority to do so. In the event that he/she is not so authorised he/she will be personally liable for the completed performance of this contract.
3. If there are any special dietary requirements, full details should be provided to Adfecto before confirming the booking.
4. Adfecto will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. However, Adfecto reserves the right to provide alternative services of at least an equivalent standard, at no additional cost to the Client.
5. Whilst Adfecto has taken all reasonable steps to ensure that the information provided in its brochure, tariffs, website, leaflets and any advertisements is accurate, we reserve the right to alter, substitute or withdraw any service with minimum notice.

Bookings:

1. Bookings will not be considered to be confirmed until Adfecto has received a signed copy of the terms and conditions and contract from the Client.
2. Final arrangements should be confirmed to Adfecto no less than 7 days prior to the event.

Payment Terms:

A non-refundable deposit of 50% of the total value of the event will be payable by the Client to Adfecto upon final confirmation of booking.

A final invoice will be issued to the Client within 5 days following the event. Payment is due within 30 days of invoice. Any arrangements made by the Client with a third party supplier (e.g for the hire of AV equipment) are not considered part of this agreement and the Client is wholly responsible for payment of any such invoices direct to the supplier.

Cancellation by the Client:

1. If the Client cancels within 7 days or less of the event, a 100% cancellation charge will be payable by the Client.
2. In the event that there is a non arrival on the day of the event, a charge of 100% of the total booking value will be payable by the Client within 7 days of the planned event.

Cancellation by Adfecto:

1. Adfecto may cancel bookings under the following circumstances:
 - (i) if the venue or any part of it is closed due to circumstances beyond Adfecto's control including adverse weather conditions;

- (ii) if the Client becomes insolvent or enters into liquidation or receivership;
 - (iii) to avoid a breach of these conditions;
 - (iv) if a natural disaster occurs at or near Adfecto's premises;
 - (iv) legal action against Adfecto, not resulting from its negligence, preventing the supply of services;
 - (v) all other causes beyond the control of Adfecto.
2. In such an event, Adfecto will refund any advance payment made but will have no further liability to the Client.

Damages & Liabilities:

1. The Client will be held responsible for any damages caused by the Client, their guests, agents, employees etc. whilst on Adfecto's premises.
2. Adfecto accepts no responsibility for any losses, damage or injuries caused to persons attending events on Adfecto's premises, or to their belongings.
3. Under the Health Act 2006, it is a criminal offence to smoke in a public place as from 1st July 2007. Offenders may be liable to prosecution.

Acceptance of Conditions:

1. Unless otherwise expressly agreed in writing by Adfecto, all bookings are accepted by Adfecto subject to these Terms and Conditions.
2. No variation of these conditions shall be effective unless in writing and signed on behalf of both Adfecto and the Client.

Booking Reference:

Date of Booking:

Adfecto Signature:

Date:

Client Signature:

Date:

