



CORPORATE PACK 2012

If you are looking for a venue that is “somewhere different” to hold conferences, seminars, meetings, training courses and more, look no further than Kent Life, a truly unique venue 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. Buffets or Lunches can be provided as well as morning coffee and afternoon tea. As 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.

Included in your booking:

- **Room hire**
- **Directional Signage for your delegates**
- **Use of audio-visual equipment**
- **Room set-up including use of tables, chairs & tablecloths**
- **Complimentary letterhead paper**
- **Complimentary jugs of water**

Rooms to Hire

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 a 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.



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 the bar area. The Village Hall is situated just across a small block-paved pathway from the Wagon Store and is perfect as a breakout room.



The Cellar

The Cellar is a brightly coloured room located beneath the Tearooms and is ideal for children's birthday parties, small informal gatherings or training facilities. Our caterers are just a stones throw away, ready to supply all your refreshment needs.



MEETING ROOMS

Rooms

	Wagon Store	Village Hall	Cellar
Height	2.1m	3m	2m
Width	7.3m	5.4m	4.2m
Length	12.4m	12.5m	8.5m
Electrical Sockets	6 x (doubles)	7 x (Doubles)	2 x (Doubles)
Natural Light	Yes	Yes	Yes
Disabled Access	Yes	Yes	No
Toilets	No (Village Hall)	Yes	No
Disabled Toilets	No (Village Hall)	Yes	No
Bar	No	Yes (minimum 40 guests)	No

Room Set-up

	Wagon Store	Village Hall	Cellar
Standing	90	90	50
Theatre	90	75	34
Boardroom	26	26	20
Cabaret (Round)	70	60	-
Cabaret (Square)	72	36	-
U-Shape	26	26	26

Facilities (Included in Room Hire rate)

	Wagon Store	Village Hall	Cellar
OHP	√	√	√
Digital Projector	√	√	√
Screen	√	√	√
Flip Chart	√	√	√
TV	√	√	√
DVD	√	√	√
PA System	√	√	√
Speakers	√	√	√

RATES – Valid 01.02.12 – 31.01.13

Venue Hire

Daytime Hire – Half day

Available from 09.30am – 5.30pm – Maximum 3.5 hours

Off Peak (Nov 7th – March 31st)

Wagon Store £75.00
Village Hall £75.00
Cellar £50.00

Peak (Apr 1st – Nov 6th)

Wagon Store £115.00
Village Hall £115.00
Cellar £50.00

Daytime Hire – Full day

Available from 09.30am – 5.30pm

Off Peak (Nov 7th – March 31st)

Wagon Store £150.00
Village Hall £150.00
Cellar £75.00

Peak (Apr 1st – Nov 6th)

Wagon Store £195.00
Village Hall £195.00
Wagon Store & Village Hall £300.00
Cellar £75.00

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 at least 7 days in advance



Tea and Coffee

With biscuits	£1.95 per serving
With cakes	£2.55 per serving

Fresh Fruit Juice

1 Litre Jug	£2.99
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Fruit Squash

1 Litre Jug	£1.99
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Bottled Water

1 Litre bottle	£1.99 per bottle
½ Litre bottle	£1.25 per bottle

Breakfast

Breakfast Baps - £3.95

Kentish Corker Sausages in a bap with Sweet Onion Chutney

Lunch

Menu A – £7.50

Oastman's Platter, Fresh Fruit, Homemade Cakes

Menu B - £6.50

Freshly Baked Baguettes & Salad, Fresh Fruit, Homemade Cakes

Menu C - £5.50

Sandwich Platter, Kent Crisps, Homemade Cakes

Other

Fancy something else? Contact us for more catering options

Terms & 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, these wheelchairs can be reserved in advance by calling 01622 621247.
- Please be aware our site is on a gradual slope
- There is Parking onsite at Kent Life. Disabled parking spaces are available and we also have parking available for coaches.

Booking & 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 nkirk@kentlife.org.uk
- A deposit of £100 will be required for all bookings. The deposit will be required immediately after booking. We cannot confirm your booking until we have received your deposit.
- Once the deposit has been received, we will confirm your booking and send your letter of confirmation.
- We highly recommend the outstanding balance is paid a minimum of seven days before your booking
- Arrangements can be made to invoice for the outstanding balance. All invoices must be paid within 30 days of the invoice date. Failure to do so may result in full pre-payment being required on future visits.

Cancellations

- All cancellations of a booking must be made in writing by letter, email or fax.
- Booking cancellations received within 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 not refundable.

Catering

- Catering should be pre-ordered at least 7 days in advance of your event.
- For more details on what we can offer please email nkirk@kentlife.org.uk
- Menu's 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.
- You will be added to Continuum's mailing list following your visit so we can contact you with information on our special offers and events.
- If you do not wish to receive any further communication from us following your visit please notify us by calling 01622 621249 or emailing nkirk@kentlife.org.uk

Contact

- Natalie Kirk on 01622 621249
- nkirk@kentlife.org.uk

Kent Life, Lock Lane, Sandling, Maidstone, Kent, ME14 3AU
www.kentlife.org.uk
Bookings & Information: T: 01622 621249 E: groups@kentlife.org.uk

BOOKING FORM**Contact Details**

Please complete your contact details below

Name	
Company	
Address 1	
Address 2	
Town	
Postcode	
County	
Country	
Telephone	
Fax	
E-mail	

Meeting Room

Please tell us which room you wish to book

Wagon Store	
Village Hall	
Cellar	
Other	

Booking Details

Please provide us with information relating to your proposed event

Date of Event	
Arrival Time for Set-up	
Guest Arrival Time	
Departure Time	
Number of Guests	
Name for Welcome Board	

Room Layout

Please choose how you would like the meeting room to be set up

Standing	
Theatre	
Boardroom	
Cabaret (Round)	
Cabaret (Square)	
U-Shape	
Other	

Equipment	
<i>Please tell us what equipment you'd like to be made available for your meeting</i>	
Flip Chart and Pens	
OHP	
Digital projector	
Projector screen	
TV	
DVD Player	
Speakers & PA System	
Catering	
<i>Please give us an indication of what catering you require</i>	
	Servings Time
Tea, Coffee, Biscuits	at
Tea and Coffee (with cakes)	at
Fruit Juice	at
Fruit Squash	at
Breakfast	Menu A ____ Menu B ____ at
Lunch	Menu A ____ Menu B ____ Menu C ____ at
Other catering requirements	

Please fill in the form and return to us with your £100 deposit to:

nkirk@kentlife.org.uk or Kent Life, Lock Lane, Sandling, Maidstone, Kent ME14 3AU

I hereby agree to the terms & conditions:

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

Kent Life, Lock Lane, Sandling, Maidstone, Kent, ME14 3AU
www.kentlife.org.uk
 Bookings & Information: T: 01622 621249 E: groups@kentlife.org.uk