



'Rafters' Room Hire

Our smaller meeting room 'Rafters' is on the first floor of the Visitor Centre with a lovely view north overlooking the Golf Course.

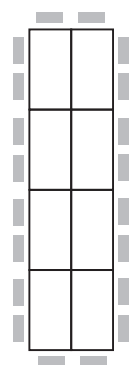
The room is part of the 18th Century Visitor Centre and is approximately 4.5m by 7.5m in size with a sloping beamed roof.

Access is via a staircase, therefore it is unfortunately unsuitable for wheelchairs.

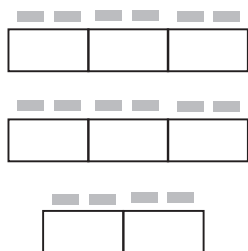
Full day hire: 9am to 5pm **Half day hire:** 9.00am to 12.30pm or 1.30pm to 5.00pm

Your space

There are 8 tables measuring approximately 125cm by 70cm and 24 chairs which can be arranged to suit your requirements.



Boardroom
max 20



Teaching rows
max 16



Theatre
max 24

N.B. Due to the dimensions of the room horseshoe layout is not possible

Equipment including a **flipchart** (with whiteboard surface) and pens, **PC projector** and **screen** can be booked and is included in the room hire price.

Please contact the Rangers Office to make a booking:

01425 470721

Full day	Half day
£110.00*	£55.00*

* including a non-refundable deposit of £25

Parking

Complimentary parking for three cars is included in the cost of hiring Rafters. Please bring your three registration numbers to the Information Point to be validated when you are ready to leave.

Normal parking charges will apply for additional vehicles. These vary throughout the year, please enquire when booking or refer to our website.



Activities

There are a number of activities available on site. Popular choices include Cycle Hire, orienteering or Go Ape. Full details for all the activities available can be found on our website.

Cycle Hire: Moors Valley Cycle Hire Centre is open all year. Several cycle routes covering approximately 10 miles are waymarked through the Park and Forest.

Orienteering: A permanent orienteering course is available at Moors Valley. A pack containing an introduction leaflet, map and suggested courses is available to purchase for £3.00.

Go Ape: Discover the thrill of aerial trekking high above the forest floor on the Go Ape Tree Top Adventure or explore the Forest on the latest in green technology on Go Ape Forest Segway. For further information and bookings please phone Go Ape on 0845 643 9215 or visit www.goape.co.uk

Refreshments

Seasons Restaurant can offer refreshments throughout the day, ranging from coffee and cake or bacon sandwiches through to a three course lunch. Please contact Seasons directly to discuss your catering requirements.

Tel: 01425 470537 or e-mail: info@seasonscoffeebarn.co.uk

Conditions of hire

1. The hire fee includes a non-refundable booking fee of £25. The agreed hire period must be adhered to. A charge of £20 per hour or part thereof will be made if the agreed hire time is exceeded.
2. The hirer will be responsible for ensuring that the room is used properly and that all fixtures, fittings and equipment are used for the purpose they are intended for. Any breakages caused as a result of misuse by the hirer or guests will be charged for accordingly.
3. As the hirer, you are responsible to ensure that the room is left at the end of the hire in the condition that it was let.
4. Moors Valley Country Park is covered by East Dorset District Council's Public Liability Insurance, however this insurance does not cover you for claims against yourselves from those attending your meeting/event. The hirer must ensure that arrangements are made for cover against any such claims.
5. East Dorset District Council reserves the right to refuse to hire the meeting room to any group, individual or organisation and the right to stop a hire in progress for inappropriate behaviour.
6. The cost of the hire includes the use of seating, tables, flipchart with whiteboard (with one flipchart pad) and PC projector (for use with a laptop). Extra pads for the flipchart will be charged at £5 each. Flipchart pens will be available to borrow.
7. NO SMOKING is allowed in any part of the Visitor Centre or meeting room. No combustible material, of whatever nature, may be brought into the building.
8. Blu-tack, sellotape or foam sticky pads must NOT be used on the walls or beams.
9. There is one fire exit at the rear of the room which leads to the back of the Visitor Centre. The area at the rear of the Visitor Centre is not included in the hire of the meeting room. The fire exit is not alarmed and may be opened for added ventilation but must only be used in an emergency. There is one break glass fire alarm in the meeting room. Visitor Centre staff are trained fire marshals. For safety reasons the maximum capacity of the room is 30 people.