**Mencap Centre Room Booking Form**

* You must ‘check-in’ for your meeting room the afternoon before for AM meetings, or that morning for PM meetings. Failure to check-in may result in the room being reallocated.
* All bookings should be sent to [bookings.mencapcentre@mencap.org.uk](mailto:bookings.mencapcentre@mencap.org.uk)

|  |  |
| --- | --- |
| **Booked for:** |  |
| **Date of booking:** |  |
| **Start – End time:** |  |
| **Room requested:** |  |
| **Number of people expected:** |  |

**Room Rates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ROOM** | **CAPACITY** | **FULL DAY** | **HALF DAY** | **SATURDAY MORNING & WEEK DAY EVENINGS** |
| Conference Room | Theatre Style –  40 - 50  Boardroom - 30 | £100 | £60 | £60 |
| Boardroom Room | Boardroom  10 - 15 | £60 | £40 | £40 |
| Training room | Boardroom  10 - 15 | £60 | £40 | £40 |
| Youth room | Theatre Style –  20-25  Boardroom –  10-15 | £60 | £40 | £40 |
| Executive room | Boardroom  10 - 12 | £60 | £40 | £40 |

**Equipment request (Please tick as appropriate)**

|  |  |
| --- | --- |
| **Flipchart + pens:** |  |
| **Portable whiteboard + pens:** |  |
| **Pens + paper:** |  |
| **Laptop:** |  |

**Catering**

|  |  |
| --- | --- |
| **Catering required (Y/N):** |  |

**Menu**

|  |  |  |
| --- | --- | --- |
| **Item** | **Price(£)** | **Number requested** |
| Tea | 1.00 per person |  |
| Coffee | 1.00 pp |  |
| **Scone Platter**  *Selection of homemade scones served with butter & jam* | 1.50pp |  |
| **Boardroom Platter**  *Selection of croissants / scones / Danish pastries / muffins* | 3.50pp |  |
| **Savoury Platter:**  *Selection of bacon butties / sausage butties / homemade sausage rolls*  *Served with red & brown sauce* | 3.50pp |  |
| **Fruit platters** |  |  |
| **Small (serves up to 10 people)** | 14.00 |  |
| **Large (serves up to 20 people)** | 22.00 |  |
| **Sandwiches** |  |  |
| ***Classic fillings****: Roast chicken salad / ham & cheddar / tuna & cucumber / BLT / egg & bacon / roast beef & rocket / chicken & bacon.* | 2.95pp |  |
| ***Vegetarian Options****: Hummus & sun blush tomato / brie & cranberry sauce / egg & watercress / cream cheese & roast peppers / chickpea, beetroot & apple / cheddar & salad* | 2.95pp |  |
| **Tortilla Wrap Platters** | 3.25pp |  |
| **Focaccia Bread Platters** | 3.25pp |  |
| If you would like specific/different fillings please state these here: | | |
| **Hot & Cold Buffet**  Selection of granary & white bread sandwiches with hot savouries (includes dips).  *Fillings available: Chicken goujons / mini sausage rolls / honey-glazed cocktail sausages / spicy potato wedges / mini spring rolls.* | 6.00pp |  |
| **Soup and homemade wheaten bread**  *Flavours include: Roast butternut squash / cauliflower & cumin / carrot & coriander / mushroom with crème fraîche / oxtail with caramelised onion / vegetable broth / Lentil and bacon.* | 2.95pp |  |
| **Soup & a sandwich combination** | 5.00pp |  |
| **Hot Meals** |  |  |
| Irish stew and wheaten bread | 3.95pp |  |
| Quiche & salad | 5.00pp |  |
| Lasagne / Vegetarian lasagne | 6.50pp |  |
| Chilli con carne & rice | 6.50pp |  |
| Chicken curry & rice | 6.50pp |  |
| Italian meatballs in tomato sauce with salads | 6.50pp |  |
| Chicken and broccoli pasta bake | 6.50pp |  |
| Vegetarian pasta bake | 6.50pp |  |
| Beef Stroganoff & rice | 6.50pp |  |
| Irish stew & Wheaten Bread | 3.95pp |  |
| Tray Bakes |  |  |
| *Fifteens, rocky roads, caramel squares, Maltesers squares,*  *homemade shortbread* | 1.00 each |  |
| If you have any other requests please include these in the email and we can contact the caterer to enquire. | | |
| Gluten Free Range |  |  |
| Sandwiches | TBC |  |
| Soups |  |
| Stew |  |
| Goats cheese & red onion tartlets |  |
| Salads |  |
| Tray Bakes |  |
| Muffins |  |