

# THE NATIONAL LOBSTER HATCHERY

SOUTH QUAY, PADSTOW, CORNWALL, PL28 8BL

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## CONFERENCE ROOM BOOKING FORM

We have a well-equipped conference room with beautiful views over the Camel estuary and Atlantic Ocean beyond. The room makes an ideal setting for conferences, meetings, training sessions and corporate away days.

**Facilities** available in the room include a state of the art overhead digital projector and screen, wifi, whiteboard and flip chart. A laptop can be made available by prior arrangement.

**Catering:** Tea, coffee, water and biscuits will be provided free of charge. Additional catering can be arranged to your taste and budget. You can either arrange catering yourself or we can book it for you but will charge a 20% surcharge. We are very happy to advise on catering establishments in the area.

**Rates:** £100 excl. VAT full day 9.00am till 5.00pm  
£70 excl. VAT half day 9.00am till 12.30pm OR 1.30pm to 5.00pm  
For flexibility on these hours please speak to a member of staff at the Lobster Hatchery for confirmation.

**Capacity:** 35 people theatre style OR 20 people boardroom style

**Mobility:** Please note that the conference facilities are on the first floor which is served by a stair lift for those with restricted mobility.

**Hearing:** The room has a hearing loop.

**Parking:** There is a pay and display car park on the doorstep.

**Payment Terms:** Invoices will be submitted monthly in arrears, to be paid within 30 days from date of invoice. Overdue invoices will be charged 5% surcharge each month until payment is made. All goods and services remain the property of the National Lobster Hatchery until paid for in full.

**Cancellation Policy:** Cancellation of the conference facility will incur 50% of the fee unless cancelled one month in advance. Cancellation of hatchery or visitor centre group booking will incur 50% of the fee unless cancelled two weeks in advance.

Name of lead contact:	
Contact Telephone No.	
Company name	
Address for billing	
Room Set up	Date of meeting / conference
	Full Day 9am-5pm <input type="radio"/> Half Day 9am-12.30pm <input type="radio"/> Half Day 1.30pm-5.00pm <input type="radio"/>
	Approximate number of attendees
	Boardroom style seating <input type="radio"/> Theatre style seating <input type="radio"/>
Any additional requirements:	



The National Lobster Hatchery is a registered charity - number 1105434  
Vat no. 781 717702, The National Lobster Hatchery - Company no. 3527313  
*"A project to assist mother nature to respond to modern pressures"*