



SELT Leadership Centre sittingbourne

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Southern Educational Leadership Trust, 1 & 2 Conqueror Court, Velum Drive, Sittingbourne, Kent, ME10 5BH

You Meet You Train You Improve

Why SELT?

A large part of what SELT does revolves around delivering our own inspiring materials and training events – we know what works in the world of training and meetings because **we train, we meet, we improve**. In short, we don't just hire out rooms ...we offer creative spaces, specifically designed and equipped for successful training and meetings.

Catering



Staying focused and stimulated after lunch can be a real struggle. With the help of our well established partner caterer, Whitehead Catering, we offer fresh and well thought out menus to keep your group energised and productive for the rest of the day. Take a look at our full menu options and prices on [pages 6 & 7](#).

Refreshments



We know successful meetings can be thirsty work, so ensure that tea, coffee and a fine selection of biscuits and shortbread are available for you and your guests for the duration of your time with us - What's more, it's all completely free.

Equipment



We offer completely **free WiFi** connectivity throughout the centre as well as pens, paper and flip chart in rooms. We can also provide the following equipment at your request:

- Laptop @ £40.00 per day +vat
- Projector @ £40.00 per day +vat
- B/W Photocopies & Prints @ 10p per A4 copy +vat
- Colour Photocopies & Prints @ 30p per copy +vat
- Conference Phone @ £25.00 plus call costs +vat

If you require an item not listed above, we will be happy to help source a local hire company for you. Customers are welcome to bring their own equipment, although we can only offer technical support on our own devices.

Parking



We're committed to reducing our carbon footprint so we encourage all users of the centre to car share where possible. Although we have 30 onsite parking bays, we often have numbers above that using our facilities, so we recommend locating one of the many nearby residential streets in advance in the event that a space is not available on your arrival.

How much?

No-one likes nasty surprises, so we've made our rates as simple as can be. There are no hidden extras or additional charges, so the price we give you is the price you pay.

Room Hire Rates



The centre is open from 8:30am to 4.30pm Monday to Friday, although if you'd like to hold an event outside of these times we may still be able to help – Just give us a call and we'll do our best to accommodate you. We offer both a full day rate (8:30am - 4.30pm) and a half day rate (to end or begin at 12.30pm):

	Churchill	Luther King	Montessori	Pankhurst	Nightingale	Gandhi
Full Day	£260	£260	£220	£220	£220	£130
Half Day	£200	£200	£160	£160	£160	£80

Day Delegate Rate (available for bookings with 15 delegates or more)



If you don't have the time to arrange your booking, no problem, we've done it for you! Our day delegate package includes room hire with all the trimmings (projector, laptop, flipchart, pens etc.), plus unlimited refreshments and a delicious two course lunch for just £30 per person. Just choose "Day Delegate Rate" on your booking form.

Room Capacities & Sizes

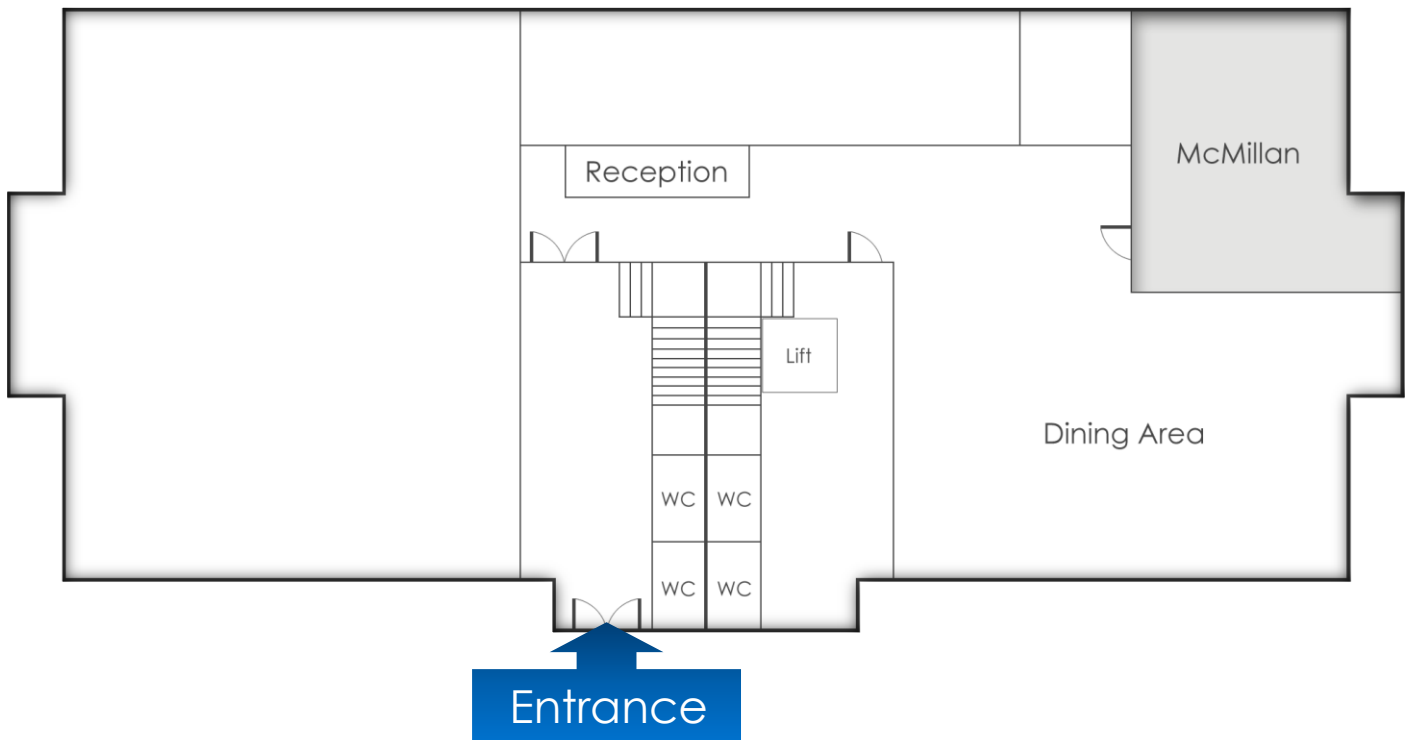


Below you'll find the maximum capacities of each of our rooms for the most popular layouts (you can see these layouts on [page 5](#)). If you have different layout in mind, that's fine, just let us know in advance and we'll make sure the room is exactly the way you want it for your arrival.

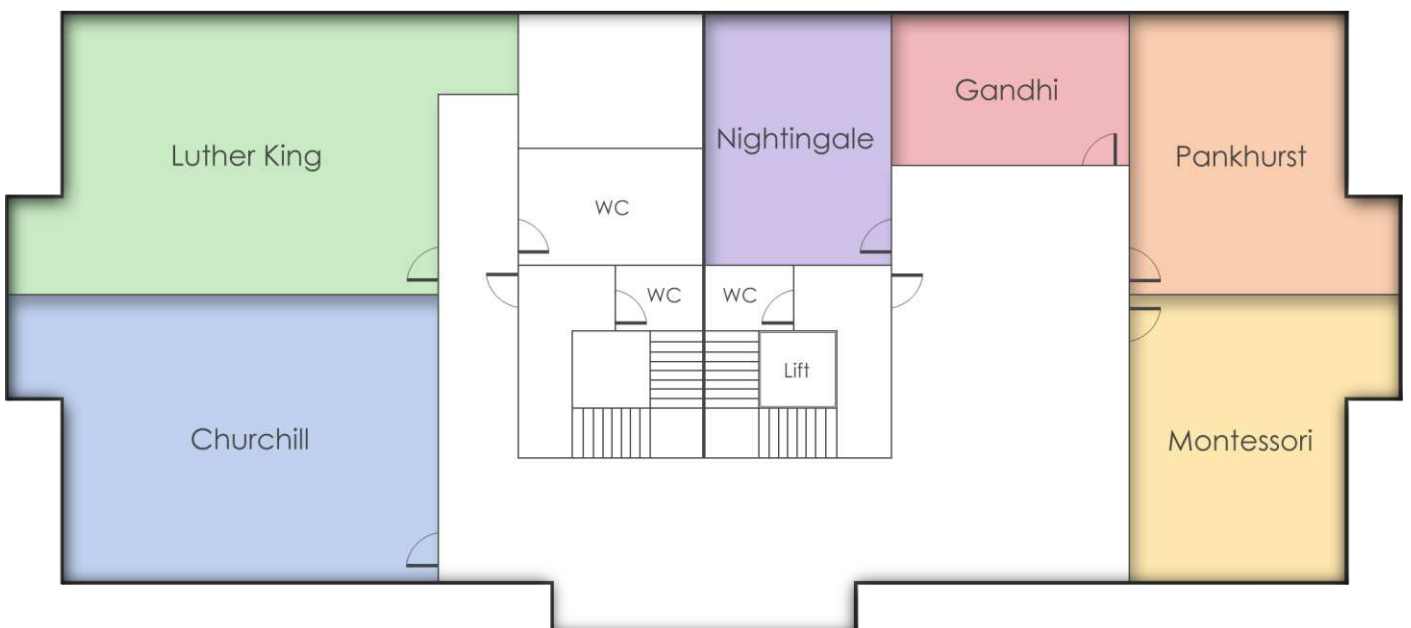
	Churchill	Luther King	Montessori	Pankhurst	Nightingale	Gandhi
(Metres)	9.5 x 6.7	9.5 x 6.7	6.5 x 5.5	6.5 x 5.5	6.5 x 5.5	5.2 x 4.2
Theatre	80	80	36	36	36	14
Classroom	24	24	12	12	12	8
Islands	48	48	24	24	24	-
Cabaret	40	40	20	20	20	-
Horseshoe	24	24	18	18	18	8
Boardroom	30	30	24	24	24	10

Find your room...

Ground Floor



First Floor



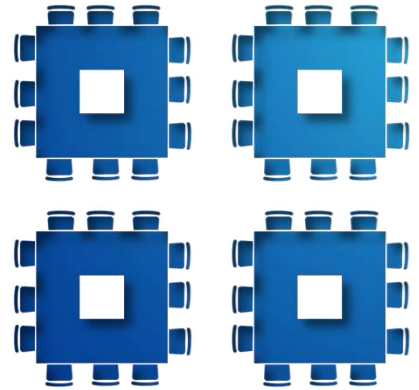
Layouts

Here are some of the more popular layouts, but don't forget, if you have something else in mind just let us know and we'll prepare it for your arrival.

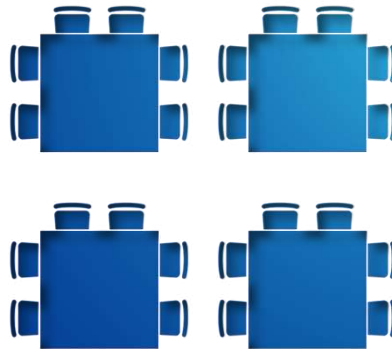
Classroom



Islands



Cabaret



Theatre



Boardroom



Horseshoe



Menu



We're lucky enough to be partnered with [Whitehead Catering](#), a long established events catering business based in Sittingbourne who pride themselves on producing great tasting, traditional food using only the freshest local ingredients ...prepare your taste buds!

Here you'll find a sample menu of some of Whitehead's most popular buffet designs. You can choose from these or, if you have something else in mind, just let us know in advance and we'll arrange it for you. If you have any special dietary requirements, please be sure to include them on your booking form.

Option 1 Sandwich Bar

£7.99 per person

A selection of sandwiches and filled wraps including meat, fish and vegetarian fillings, garnished with homemade crisps and salad.

Option 2 Homemade Soup served with Freshly Baked Rolls

£6.99 per person

Please choose two from the following selection:

Spicy butternut squash (v), French onion with cheese croutons (v), Thai chicken and noodle, Broccoli and stilton (v), Tomato and basil (v)

Option 3 Sandwich Bar served with Homemade Soups

£11.49 per person

A selection of sandwiches and filled rolls, garnished with homemade crisps and salad served with your choice of two soups (please choose from Option 2).

Option 4 Cold Buffet (selection of 6 homemade dishes)

£13.49 per person

Sandwich Bar, Coronation chicken, Caprese puffs, Continental meats, homemade quiche.

Option 5 Hot and Cold Buffet (selection of 6 homemade dishes)

£13.49 per person

Seasonal individual hot bowl food, sandwich bar, warm large farmhouse sausage rolls, homemade quiche, honey glazed farmhouse sausages in a hollowed out loaf.

Examples of individual hot bowl food:

Chicken pasta bake, Spanish pork and tomato casserole, Sussex smokie, pasta bake.

Option 6 Healthy Buffet Option

£12.49 per person

Individual Low Fat Caesar Salads, Sandwich Bar using Wholemeal and Granary Bread, Lemon and Honey Chicken, Smoked Salmon on Rye Bread, Mozzarella and Tomato Parcels, Anti Pasti Platter.

Desserts

"The variety and quality of food was outstanding!"



Option 7	Cake of the Day	£1.99 per slice
Option 8	Fresh Fruit Platter	£1.99 per person
Option 9	Cake of the Day and Fresh Fruit Platter	£2.99 per person
Option 10	Individual Desserts	£2.49 per person

Please choose from the following selection of Individual Desserts
(You may choose two options if your group size is more than 20)

Lime chocolate cup, Individual sherry trifle, Panna cotta with a cranberry jelly, Baileys cheesecake, Eton Mess, Fruit Crumble.

**All prices listed are excluding VAT.*

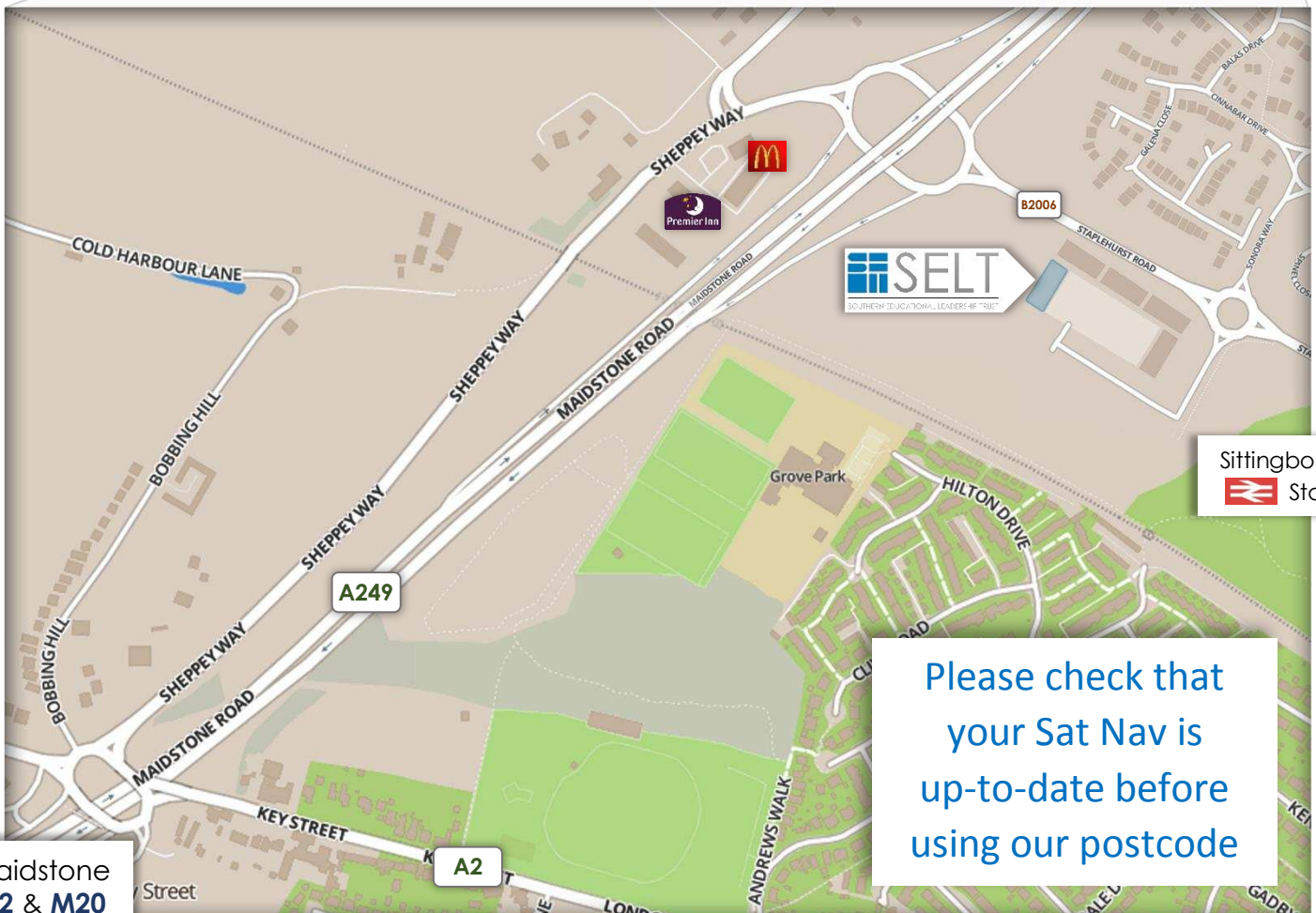
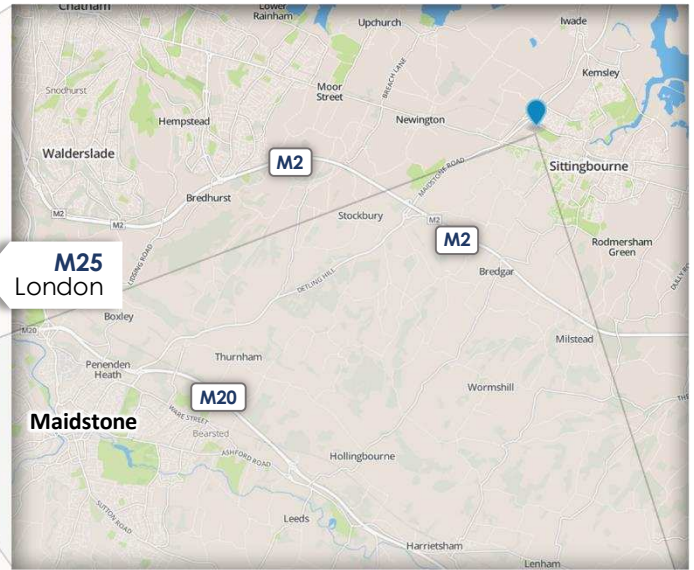
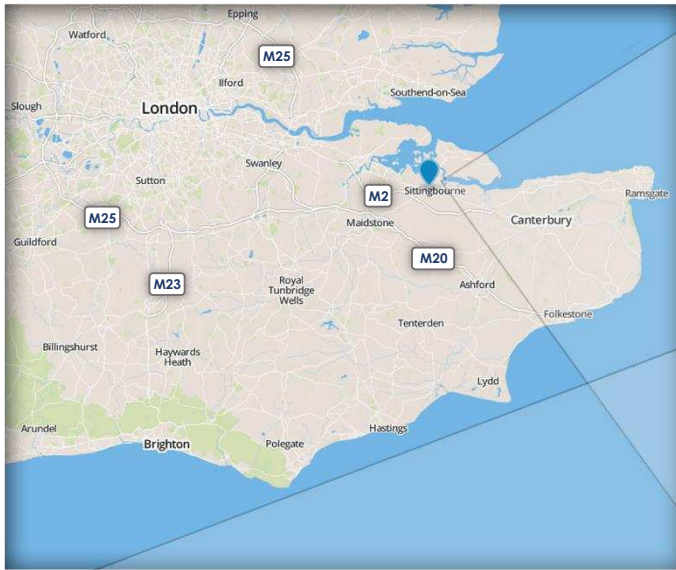
We are happy for customers to bring their own lunch on the day, however we do ask that all areas are left clean and tidy after use. The preparation of food on-site is strictly prohibited.



Scan with your
mobile device



SELT Leadership Centre, 1& 2 Conqueror Court, Watermark Estate, Sittingbourne, Kent, ME10 5BH



Room Hire

Booking Form

You

Name: Company:
Tel. No: Email:

Your Event

Event Name: Room Hire Rate:
Date(s): Room required from: To:

Your Room

Select Room(s)	Numbers	Layout	Additional layout information
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Timings

Arrival Mid-Morning Lunch Afternoon Departure

Equipment

Projector ☐ Laptop ☐ Conference Phone ☐ Other

Catering

Main Option Dessert

Catering Numbers Dietary requirements

Invoice Details

Address

Purchase Order Number *(If required)*

...and finally

Where did you hear about us?
Any additional comments

I have read and agree to the Terms and Conditions ☐

The small print

Booking Terms and Payment Conditions

When booking facilities at the SELT Leadership Centre a contract is entered into between the Customer and SELT. The details of this contract will include, amongst others, the following points:

- a) The dates
- b) The number of rooms booked
- c) The number of delegates
- d) Catering costs

These details are included in the booking form and facilities pack. They should be carefully checked and any corrections should be notified to SELT immediately.

Confirmation

After SELT has made an offer, a provisional reservation on the basis of the offer will be held for four weeks. After this time, the original offer will no longer apply. The booking is confirmed by the return of this form, which must be signed by the Customer, who must be an authorised signatory and returned along with the completed SELT Booking Form no later than four weeks prior to event.

Final Numbers

The final number of delegates will be applied to all catering costs and must be notified to the Events Manager no later than two weeks prior to event.

Cancellation Charges

At the centre's discretion the following cancellation charges will apply.

If notice is given of between 3 to 6 weeks a cancellation charge will be made of 50% of the anticipated value of the invoice. If notice is given of between 2 to 3 weeks a cancellation charge will be made of 75% of the anticipated value of the invoice. If less than 2 weeks' notice is given, the full charge will be given.

Invoices and Payment

Invoices will be based on either room hire plus catering per head or day delegate rate per head for the final number of delegates given or the actual number attended whichever is the greater. Any booking that extends beyond the agreed time frame may be subject to additional charges.

Insurance of Customer's Property

SELT cannot accept any responsibility or liability for any loss or damage to any property belonging to the Customer, their delegates or guests. Cars parked at the site are done so at the owners' risk.

Liability

SELT will not accept any liability if, for any reasons beyond its control, it is necessary to cancel any booking. The maximum financial liability in any event will be the amount actually paid by the customer to SELT. No refund for cancellation arising from Health and Safety considerations, disturbance to others or because of customers' default of any of these considerations.

Damage

The Customer will be responsible for any damage caused to allocated space or the furnishings, equipment therein by an act, default or neglect of the Customer including by any guest or delegate of the Customer and shall pay the amount required to make good or remedy any such damage.

Public Liability Insurance

The Customer will need to provide evidence of Public Liability insurance to the value of at least £1million if requested.

Any matter not covered by these regulations, or any dispute over their application or interpretation, shall be referred to the C.E.O, who has full power and discretion on behalf of SELT.

That's all folks!



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