

Holding your Conference at Cressing Temple



The Venue

The 850 year old farmstead at Cressing Temple with its two huge 13th century timber barns is an unusual and interesting venue for a conference or a business event. The land was first granted to the mysterious warrior monks, the Knights Templar, in 1137 – increasingly well-known due to Dan Brown's Da Vinci Code.

Today the relaxed atmosphere is ideal for training events and networking including conferences, breakfast meetings, seminars, training workshops, and AGMs.

Added value

- Ample onsite parking
- Congestion free
- Tranquil setting
- Onsite catering

Grounds

Delegates can enjoy the pleasure of wandering in the beautiful grounds. Our tranquil Walled Garden features a reconstructed Elizabethan knot garden and forecourt; an arbour; viewing terrace over the Medieval knot garden with fountain and fishpool centrepieces.

Location

Cressing Temple is located on the B1018 between Braintree and Witham and is easily accessed by car from London via the A12 or Stansted Airport and the M11 Motorway via the A120.

There is ample parking. We can accommodate up to 2000 cars. We encourage car sharing as part of our Country Parks Environmental Strategy.

By train there is a service from London, Liverpool Street to Witham Station and there are taxi ranks just outside the station. The nearest station is White Notley - change at Witham for the Braintree line and alight at White Notley. Cressing Temple is just over a mile from here by road – please note there are no taxi ranks at White Notley.

The rooms

Crossing Temple has a variety of different rooms from medieval to modern. Smaller meeting rooms are available for hire in addition to the main conference room for break out sessions.



VISITOR CENTRE CONFERENCE ROOM

A modern, well appointed room which can accommodate up to 55 delegates seated 'theatre' style, 25 'board room' style and 35 seated 'cafe' style.



EQUIPMENT

Data Projector, laptop with wireless Broadband internet access, TV with DVD player and video, screen, flipchart. There is no separate charge for equipment.

CATERING

Refreshments are available for your delegates in the adjacent tearoom, which seats up to 60 people. Please see our menu options listed below.



THE OAK ROOM

This plush, panelled room is located on the ground floor of the 17th century Farmhouse. It is ideal for interviews or small meetings or as a break out room from the main conference room. Accommodates up to 10 board room style only around the oak table.



THE MARTIN ROOM

A modern meeting room also in the Farmhouse. Seats 10 board room style only. Please note that there is not a disabled toilet in the Farmhouse and the doors are slightly narrower in this historic building.



THE BARLEY BARN

Built in 1200, the "cathedral of barns" provides a spectacular backdrop to any event. The space is capable of holding more than 300 seated, but its aisled

structure also lends itself to a more intimate event. The barn is fitted with spot lights to highlight the intricacy of the roof timbers. **The barn is not heated and hirers are requested to take this into consideration when selecting their dates.**



THE WHEAT BARN

This barn was built in 1250 and is the least altered of the two barns. In one half of the barn is an exhibition centred around a huge platform bringing you closer to the timbers. **Again this barn is not heated so please choose your dates carefully.** There is disabled access to the barns.



What People Say.....

Clients that have used Crossing Temple for conferences and meetings include The University of Essex, North Essex Health Authority, Tesco and the Institution of Civil Engineers.

"We have to find venues that are distinctive, well appointed and well located...
...a level of service that is flexible yet of the highest standard... ..few venues

can accommodate these needs, Crossing Temple exceeds them every time."
Radius 360 Ltd.

"Well organised... room set-up and equipment prepared as requested by welcoming staff. We will definitely continue to use Crossing Temple for future conferences."

Early Years and Childcare Service.

"Excellent facility with good parking and very helpful staff."
Post 16 Education and Lifelong Learning .

Conference & Meeting Room Hire Charges

Main conference room charges

- Half day: morning or afternoon (under 4 hours) = **£200**
- Full day rate (8 hours) = **£280**
- Evening rate after 5pm = **additional £20 per hour**

Saturday Conference Room charges

- Half day: morning or afternoon (under 4 hours) = **£300**
- Full day rate (8 hours) = **£380**
- Evening rate after 5pm = **additional £20 per hour**

Any conference room booking that exceeds 4 hours, e.g. 9am - 2.30pm will be charged at the full day rate.

If the conference goes into the evening you will be charged at £20 per hour after 5pm.

Example: You wish to book the conference room from 12.30pm - 9pm.
Full day rate (£280) + 4 hours @ £20 (£80) = **£360**

Other room charges

Martin Room	£100
Oak Room	£100
The Barley Barn	£450
The Wheat Barn	£450

We can photocopy your documents at a charge of 4p per sheet.

For further information & booking please contact:

Cressing Temple

Witham Road

Cressing

Nr Braintree

Essex

CM77 8PD

Tel: 01376 584903 Fax: 01376 584864

Email: creasing.temple@essex.gov.uk

www.cressingtemple.org.uk

Cressing Temple Conference Catering

**All catering prices are subject to VAT
All buffets include vegetarian items
Evening bookings attract a surcharge of £2 per head
Menus may vary slightly**

Working Lunch

Assorted Cocktail Sandwiches garnished with Mixed Salad
Savoury Selection
Fresh Fruit and Sweet Platter
Orange Juice
£7.50 per person

Finger Buffet 1

Selection of Filled Rolls and Sandwiches garnished with Mixed Salad
Savoury Pastry Assortment
Scampi Served with Dips
Potato Wedges, Crisps
Fresh Fruit and Sweet Platter
Orange Juice
£8 per person

Finger Buffet 2

Cocktail Sandwiches and Rolls dressed with Mixed Salad
Assorted Quiche Slices
Savoury Pastry Selection
Chicken Satay Skewers, Scampi, Mixed Goujons
To include Vegetarian and Chicken
Variety of Dips and Sauces
Crisps, Sweet Platter
Orange Juice
£10 per person

Homemade Soup and Sandwiches

Fruit Platter and Orange Juice
£6.50 per person

Sandwich Lunch

With Fruit Platter
Orange Juice
£5.50 per person

Ploughman's Lunch

Ham or cheese
£6.75 per person

Cream Tea

Scone, with Butter, Jam and Cream

Pot of Tea
£4.95 per person

Soup & a Roll
Homemade Soup & a Roll
£4.95

Beverages

Tea, Coffee & Juice	£1.50
Tea, Coffee, Juice & Biscuits	£1.70
Bottled Mineral Water	£1.50
Bottle of Red or White Wine	£12.50

Conference Booking Form

Contact Details

Organisation:	
Contact Name:	
Organisation Address:	
Post Code:	
Daytime Tel No:	
Mobile Tel No:	
Email Address:	

Conference Details

Date of Hire:		Course Title:
Numbers Attending:		
Room(s) and Times required:	Please state times required (incl. set up and take down times)	
Conference Room wkday £280		
Farmhouse:		
Martin Room £100		
Oak Room £100		
Barley Barn £450		
Wheat Barn £450		
Equipment Required (please tick)		
Laptop	Projector Screen	Data Projector
Television	Flipchart	Extension Cable
Room Layout (please tick)		
Theatre	Board Room	Horseshoe chairs only
Cafe	Other (please give details:)	
Actual Cost:		
Journal Transfer Code:		
Important: For audit purposes, bookings cannot be processed unless they are fully completed, and with full authorisation from the budget holder. The budget holder must either sign this form, or email their authorisation to the person organising the booking.		
Please sign to agree to the terms and conditions above	Signed:	Date:

Office Use Only

Ref No:	CF	
Deposit	Amount:	Date:
Journal Code:		
Final Payment Amount	Due By Date:	
Booking Taken By:	Date:	

Catering booking form - Cressing Temple

Must be booked no later than 14 days before the conference date

Date of your conference booking

1. Time of Breaks (PLEASE COMPLETE) Requirements (please state numbers)

Arrival..... .am/pm

Tea/Coffee/Juice.....

Biscuits Yes No

Morning Breakam

Tea/Coffee/Juice.....

Biscuits Yes No

Lunch.....pm

Lunches.....

Tea/ coffee/ Juice.....

Biscuits Yes No

Afternoon Breakpm

Tea/Coffee/Juice.....

Biscuits Yes No

2. Menu Choice (please tick)

Working Lunch

Finger Buffet 1

Finger Buffet 2

Sandwich Lunch

Ploughman's Lunch

Homemade Soup & Sandwiches

Cream Tea

Soup & a Roll

3. Please state any special dietary requirements

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Signed. (to confirm this booking & that you agree to the terms and conditions)

.....

Print name.....

Date.....

Please return to:

Cressing Temple, Witham Road, Cressing, near Braintree, Essex CM77 8PD

Tel: 01376 584903

Essex County Council - Cressing Temple

Terms & Conditions of Hire

Throughout this document 'we & us' means the Management of Cressing Temple, and 'you & your' means the hirer (the person who signs the booking form). Please read carefully the following terms and conditions. You must abide by these conditions.

1. Booking

1.1 The hire charge for the conference or meeting room will be agreed at the time of booking.

1.2 We will consider your booking confirmed when we receive in writing: your copy of the booking form (signing the form confirms that you have agreed to our terms and conditions of hire - E-mail or fax is acceptable: cressing.temple@essex.gov.uk , Fax: 01376 584864)

2. Final Numbers Policy

2.1 In order to assist with our planning we ask you to advise us of expected attendance and menu choices no later than 14 working days prior to the event in writing.

(E-mail is acceptable: cressing.temple@essex.gov.uk)

We do not specifically undertake to serve more than the guaranteed number advised but will of course make every effort to accommodate additional delegates where possible. Any increases will be charged accordingly.

2.2 The final number shall constitute a guaranteed minimum number for invoicing.

3. Payment

3.1 A Journal Transfer will be sent for internal clients and an Invoice raised for external clients 14 days before the date of the booking.

3.2 All catering is subject to VAT. Room hire is not subject to VAT.

3.3. All prices are subject to inflationary rises.

4. Cancellation policy

4.1 In the event of a cancellation, charges will be made on the following basis according to how much notice is given:

14 days notice must be given of final number otherwise 50% of the booking will be charged.

Less than 14 days advance notice 100% of the order form value

All cancellations must be made in writing. E-mail is acceptable:

cressing.temple@essex.gov.uk

5. Substitution policy

5.1 All food and drink prices are offered subject to availability. In the event of a certain item being unavailable the closest alternative will be substituted.

5. No smoking policy

5.1. Smoking and use of naked flame is not permitted in the buildings at any time.

6. Contact Officer

6.1 You must provide the name of a contact officer during the day of the hire, in case any problems arise.

7. Cressing Temple undertake the following:

7.1 A member of Cressing Temple staff will be available during the hire.

7.2 Cressing Temple staff are responsible for the safe evacuation of the site if necessary.

7.3 The hire contract allows for areas used to be cleared and cleaned by Cressing Temple staff.

8. The Management reserves the following rights to:

8. 1 Accept or refuse a booking at our absolute discretion.

8.2 Enter all areas at any time (we will produce evidence of identification).

8.3 Cancel any booking if it is felt necessary to do so. In such a case all monies will be refunded to the hirer but neither the Management nor the person connected with Essex County Council shall be liable to pay compensation to the hirer.

8.4 Cancel the booking if any part of the building is closed or otherwise unavailable because of events outside our control. No compensation shall be payable to you in this eventuality.

8.5 The Council shall not be responsible for injury (including injury resulting in death) or damage to or loss of property sustained by the hirer, servants or agents or others entering any part of the site (except where injury results from the neglect of the Council, its servants or agents while acting within the scope of their authority).