

# Rothamsted Conference Centre



world class science for sustainable agriculture  
and the environment



# RML welcomes you to their conference and banquet venue Rothamsted Conference Centre.

Rothamsted is almost certainly the oldest agricultural research station in the world, set in the tranquil location of Harpenden. Rothamsted is a world leading scientific research establishment making significant contributions nationally and internationally to sustainable arable crop research.

Its founder Sir John Bennet Lawes, owner of the Rothamsted estate from 1843, co-founded the research station with Sir Joseph Henry Gilbert. The scientific partnership lasted 57 years and together they

laid the foundations of modern scientific agriculture and established the principles of crop nutrition.

The Fowden Hall was purpose built as a lecture Hall in 1987 and is equipped with a full range of audio visual and sound equipment. An extension built in 1999 houses a further 4 suites. This conference centre provides a modern and flexible environment for the smaller meeting of 10, up to a major conference of 250.

The Lewis Hall has an atrium which provides an abundance of natural light and is mainly used for dining and as an additional exhibition space. The executive dining room which leads from the Lewis Hall accommodates a small but exclusive area for private dining.

Attention to detail is central to everything we do at Rothamsted Conference Centre. We have the experience and commitment to ensure your event, conference or smaller meeting reflects well upon you and your business.



# our rooms

The Fowden Hall is the main lecture theatre. The space is versatile, temperature controlled and equipped with a full range of audio visual equipment. The Fowden Hall has its own reception point and foyer area, where there are two purpose built bars. The foyer provides space to serve refreshments away from the main Hall.

## The Fowden

The Lewis Hall is used as a staff restaurant throughout the working week; Special reservations for your delegates can be made for breakfast and lunch. Many companies take the opportunity to exhibit in this hall as a large proportion of Rothamsted Staff use its facilities.

## Lewis Hall

The Executive Dining Room is equipped with formal dining furniture and is widely used to host private lunches.

## Executive Dining Room



### Floor area (Metre<sup>2</sup>)

589

### Ceiling height (Metre)

n/a

### Theatre

250

### Classroom

50

### Boardroom

50

### U-Shape

40

### Private dining

150

### Reception

250

### Floor area (Metre<sup>2</sup>)

175

### Ceiling height (Metre)

n/a

### Theatre

n/a

### Classroom

n/a

### Boardroom

n/a

### U-Shape

n/a

### Private dining

120

### Reception

200

### Floor area (Metre<sup>2</sup>)

8.5

### Ceiling height (Metre)

2.36

### Theatre

n/a

### Classroom

n/a

### Boardroom

10

### U-Shape

n/a

### Private dining

10

### Reception

n/a

Our rooms come with a complimentary laptop and digital projector (subject to availability).

All of our rooms are equipped with wireless internet access (on request).

Our lift gives easy access to rooms on the first floor.

There is a full list of prices provided at the rear of the brochure pack.

The Elliott Suite is situated on the first floor. It is suitable for formal meetings presentations and seminars. The suite can be transformed into two smaller working areas increasing flexibility of use.

The Yates Suite is east facing which gives the room generous natural daylight for discussion and boardroom meetings, whilst the room can be darkened for digital presentations. This suite is also situated on the first floor.

The Pirie Suite offers an ideal environment for small discussion meetings with a small comfortable coffee area. Situated on the Ground floor, it is ideal as a small break out room during large conferences.

## Elliott Suite

## Yates Suite

## Pirie Suite



**Floor area (Metre<sup>2</sup>)**  
62

**Ceiling height (Metre)**  
2.36

**Theatre**  
50

**Classroom**  
20

**Boardroom**  
26

**U-Shape**  
24

**Private dining**  
24

**Reception**  
60

**Floor area (Metre<sup>2</sup>)**  
46

**Ceiling height (Metre)**  
2.36

**Theatre**  
30

**Classroom**  
16

**Boardroom**  
20

**U-Shape**  
16

**Private dining**  
20

**Reception**  
40

**Floor area (Metre<sup>2</sup>)**  
28

**Ceiling height (Metre)**  
2.36

**Theatre**  
n/a

**Classroom**  
n/a

**Boardroom**  
10

**U-Shape**  
n/a

**Private dining**  
10

**Reception**  
25

## Meeting Room

The Meeting Room is also situated on the ground floor opposite the Pirie Suite and over-looking part of the Fowden pond area. The suite will accommodate a maximum of eight people in a boardroom style.

It is ideal for one to one discussions, a break-out room or as a temporary office, where people can catch up with their latest E-mails or finalise presentations during large conferences.



# conditions

# terms and conditions

1 All users and hirers must acquaint themselves with Fire Orders and Bomb Alert instructions displayed in the Fowden Hall Foyer. Designated Emergency exits, escape routes etc. must not be obstructed or blocked. For all emergencies dial 2222 using the telephones in the Fowden Hall Foyer.

2 Vehicles must be parked in the spaces marked in the car park adjacent to RML Conference Centre or as directed.

3 Persons attending RML Conference Centre may use the gardens surrounding the building, and the car park, but must not enter other areas of Rothamsted Research unless agreed by the owner in writing. The Fowden pond area has deep water and it is a potential threat to unsupervised children. Children should be supervised at all times by an adult when in the vicinity of the Fowden pond area.

4 The client will be held fully liable for any damage to the building, its contents, or any other property of RMLs, which arises directly or indirectly as a result of hire. Whether by negligence of the client its sub-contractors or guest of the client, the client shall pay Rothamsted Research the amount required to remedy any such damage.

5 RML accepts no responsibility for loss or damage to the property owned by the exhibitors or members of the public.

6 Smoking is not permitted in any part of the building. Naked flames are not permitted in any part of the building.

7 The hirer shall not allow anything to be done which may contravene the licences in force for RML relating to supply of alcohol or regulation of public entertainments, or any fire regulations, and may not cause nuisance or offence to residents or other persons in the locality of RML Conference Centre.

8 The hirer must comply with any reasonable instruction or request made by RML staff who are from time to time supervising the building or the security of Rothamsted Research.

9 If a music licence is needed for an event it is the hirer that is responsible for all fees associated with the required licence.

10 RML reserves the right to request payment of a deposit at any time prior to the event. Failure to pay such a deposit within 10 days of being required to do so may result in the booking being treated as cancelled.

11 In the event of a function being cancelled by the client this must be done in writing or via E-mail to RML. RML reserves the right to apply the following cancellation charges:- Notice of cancellation received in writing:- Less than 7 days prior to the event - 100% of the room hire and 100% of the catering fees. 8 - 30 days prior to the event 50% of the room hire. 31 days prior to the event - no charge. The client also agrees to reimburse RML for any costs incurred with third parties in respect of cancellation.

12 All bookings are accepted subject to the room not being required by RML for its own purposes. If the room is required by RML for its own purpose, then RML reserves the right to cancel the booking. In the event of cancellation, any deposit paid by the client will be refunded.

13 RML does not accept liability for any failure to provide the services contracted for which are due to circumstances beyond its control, including but not limited, to failure of or delays to the postal service, industrial action, failure of plant or equipment, failure of gas, electricity or water supply or fire alarm evacuation.

14 Weekday bookings are accepted by RML on the condition that the client is of a like minded organisation to that of Rothamsted Research (i.e. involved in agriculture or research). This will be determined by our reservations department.

15 A booking is deemed secure once a signed booking form has been completed and received by RML. A conformation will be sent out to you as soon as we have received this.

16 We require 10 working days notice, prior to the event, for your refreshment details. It is essential that all details including medical, religious and food preferences are advised in advance.

17 Our terms of payment are normally 30 days from the date of invoice, unless agreed in writing. You will be invoiced 14 days after the event. Cheques are made payable to 'Rothamsted Research'. All prices are subject to VAT at the current rate.







rothamsted manor

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