

# FACILITIES & LEISURE INFORMATION PACK



- Conference & Presentation Suites
- IT & E-Learning Suites
- Theatre & Lighting Facilities
- Sport & Fitness Facilities
- Bar & Catering Facilities
- Function Room
- Multi-Purpose Meeting & Teaching Rooms

---

## Pack contains

- Price List
- Booking Forms
- Terms & Conditions

## FACILITIES ON OFFER

In Tamworth, Landau Forte offers three separate sites, all offering a range of quality facilities across our campuses.

Please see the chart below to discover what we offer and where to find them.

If you have any questions, do not hesitate to contact us.

	Amington	Sixth Form	QEMS
Conference & Presentation Suites	✓	✓	
IT & E-Learning Suites	✓	✓	
Theatre & Lighting Facilities	✓	✓	
Dance Studio	✓	✓	
Games Courts	✓		✓
Fitness Suite	✓	✓	
Sports Hall	✓		✓
Multi-Purpose Meeting & Teaching Rooms	✓	✓	
Bar & Catering Facilities	✓	✓	
Swimming Pool			✓
Photocopying, Printing & Fax	✓	✓	✓
WiFi Internet Access			
DVD Player	✓	✓	✓
Flip Charts and Stationery	✓	✓	
Video Conferencing	✓	✓	
Disabled Access	✓	✓	✓
Free On-Site Car Parking	Can accommodate up to 200 people	Can accommodate up to 200 people	



LANDAU  
FORTE  
ACADEMY  
AMINGTON

Woodland Road  
Amington  
Tamworth  
B77 4FF

01827 301800  
post@lfata.org.uk  
www.lfata.org.uk



LANDAU  
FORTE  
ACADEMY  
TAMWORTH  
SIXTH FORM

Ashby Road  
Tamworth  
B79 8AA

01827 301820  
post@lfatsf.org.uk  
www.lfatsf.org.uk



LANDAU  
FORTE  
ACADEMY  
QEMS

Ashby Road  
Tamworth  
B79 8AH

01827 62241  
office@qem.staffs.sch.uk  
www.lfatq.org.uk



## CONFERENCE & PRESENTATION SUITES

Available at



- Adjustable conference table layouts which can seat up to 48 people.
- Lecture style seating for up to 100 people.
- Projector and electronic whiteboard.
- Video conferencing.
- Small private meeting room for 8 - 10 people.



## IT & E-LEARNING SUITES

Available at



- A variety of IT rooms are available with up to 28 computers in each room.
- An open IT suite with projector, electronic whiteboard and printing facilities.
- Internet access available on request.



## THEATRE & LIGHTING FACILITIES

Available at



- Tiered seating for up to 200 people extending to 260 with additional loose seating.
- State of the art professional lighting rig and mixing desks.
- High quality long throw projector.
- Sprung floor performance area.
- Seated banqueting for up to 150 people with dance/performance space.

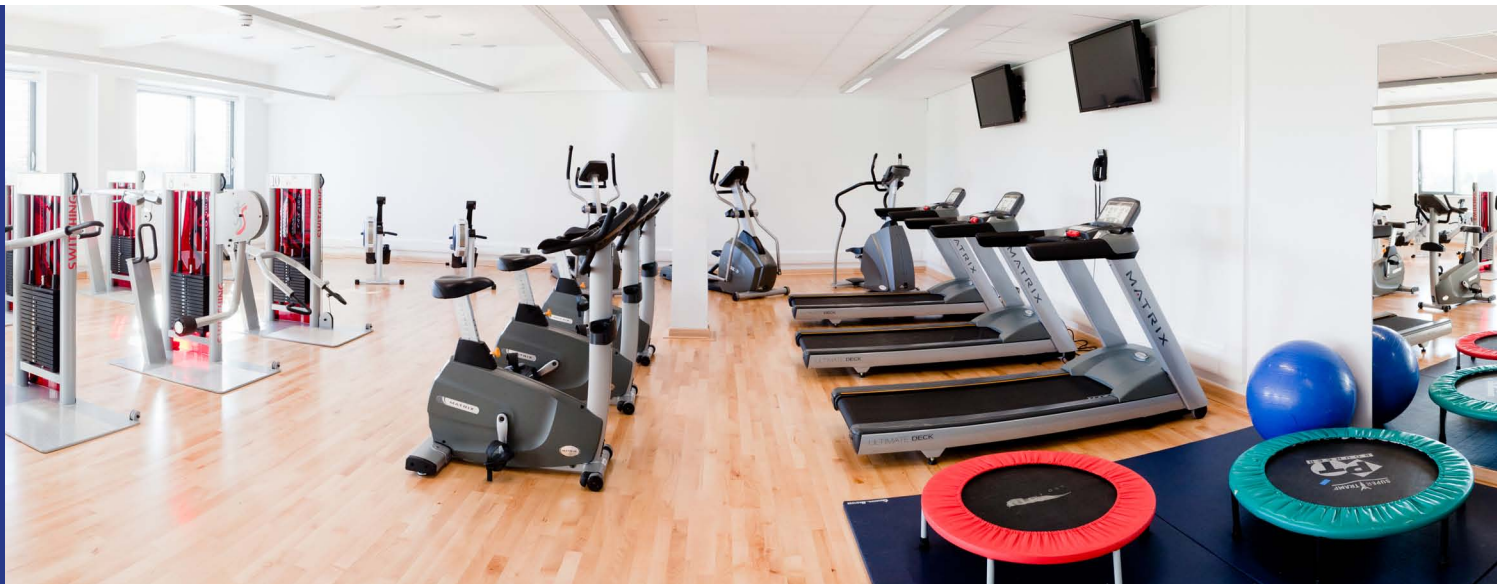


## DANCE STUDIO

Available at



- Large open space for all types of dance including Zumba and tap.
- Sprung floor.
- Children's parties - addition of bouncy castles are available on request.
- Suitable for sports including Karate, Boxing, Tai Chi, Pilates, Yoga, Circuit Training, Boot Camps etc.
- Holds up to 400 people standing.
- Ideal for balls, dinner dances and black tie events.



GAMES COURTS  
FITNESS SUITE  
SPORTS HALL  
SWIMMING POOL

Available at



LANDAU  
FORTE  
ACADEMY  
AMINGTON



LANDAU  
FORTE  
ACADEMY  
TAMWORTH  
SIXTH FORM



LANDAU  
FORTE  
ACADEMY  
QEMS

Games Courts  
Fitness Suite  
Sports Hall

Fitness Suite

Games Courts  
Sports Hall  
Swimming Pool

- Indoor and outdoor courts for a variety of sport uses.
- Flood lighting available.
- Full range of resistive and cardio fitness equipment.
- Male and female changing facilities (including showers) are available.
- Swimming pool available for private hire.
- Swimming pool is ideal for training clubs and small galas.



## MULTI-PURPOSE MEETING & TEACHING ROOMS

Available at



- Variety of rooms are available for meetings, adult education, IT, science, art, cookery and much more.
- All rooms are fitted with projectors and electronic whiteboard.



## BAR & CATERING FACILITIES

Available at



- Fully licensed bar.
- Late licence available on request.
- Full catering is available for any event and a variety of menus are available.



## PRICE LIST

Facility	Cost Per Hour (unless otherwise stated)		
	Mon - Thurs	Fri - Sat	Sun
Theatre Hire	£65	£65	£65
Theatre Technician	£20	£25	£30
* Temporary Flooring (theatre)	£55 per booking		
Conference Room (small 6-10 people)	£24		
Presentation Suite (full)	£32.50		
Presentation Suite (half)	£17.50		
Sports Hall (full)	£38		
Sports Hall (half)	£24		
Badminton & Table Tennis Courts (4 players)	£12		
Badminton & Table Tennis Courts (2-3 players)	£3.40 per person		
11 aside Grass Pitch	£40 per game		
Mini Pitch	£12 per game		
Grassed Area / Training Squares	£14.50 per hour		
Multi Games Courts	1/3 - £23.00	2/3 - £42.00	3/3 - £60.00
Classrooms	£18		
LRC & E-Learning Suites (28 PCs)	£32.50		
IT Technician	£20		
Classroom as a Changing Room	£25 per day		
Licensed Bar (Available by prior arrangement)	No charge - refreshments payable		
Dance Studio (full)	£25.50		
Dance Studio (half)	£15.50		
Swimming (Restrictions apply)	£30 (£22 opening fee)		

\* The temporary flooring must be used in the Theatre if any performers are using tap shoes.

Catering facilities are available upon request - See catering information.

Smoke & haze machines are available at an additional charge.

Rates may be negotiable for multiple bookings.

Please call us for details on: 07772 993435 or email: [lmarshall@lfct.org.uk](mailto:lmarshall@lfct.org.uk)

# GENERAL BOOKING FORM

Name of Club/Organisation	
Type of Activity/Function	
1st Contact - Name	
Address	
Post Code	
Day Time Phone Number	
Evening Phone Number	
Email Address	
2nd Contact - Name	
Day Time Phone Number	
Evening Phone Number	
Contact Name for Fire Safety See attached Fire & Evacuation Procedure	



# GENERAL BOOKING FORM

Facility Required	Total People / Pitches / Courts	Date From	Date To	Day Required	Time Required From	Time Required To	Weekly / One Off	Site (LFAA, LFATSF, LFATQ)
Sports Hall Adult								
Multi Use Games Area								
Theatre*								
Seminar / Conference Suite								
Presentation Suite**								
Standard Class Room Large								
E-Learning Suite								
IT Suite								
Swimming Pool								
Dance Studio Full								
Dance Studio Half								
Bar								
Fitness Suite								
11 Aside Grass Pitch								
Mini Grass Pitch								
Grass Area / Training Squares								

LFAA - Landau Forte Academy Amington  
 LFATSF - Landau Forte Academy Tamworth Sixth Form  
 LFATQ - Landau Forte Academy QEMS

\* If hiring the theatre, please complete the addition 'Theatre Booking Form'. Multiple dates can be detailed on the extra form.

\*\* Presentation Suite hire: Please tick as applicable:

	Conference Table Up/Down?	Rows of Chairs Quantity Required	PC and Data Projector Access Required?
Presentation Suite			
Conference Suite			
Other Requirements			

# GENERAL BOOKING FORM

Payment Method - Cash	
Payment Method - Invoice	
Catering Requirements	Yes                      No
Other Information	

I/We agree to abide by the Conditions of User for Landau Forte Academy. I have enclosed a signed copy of the Terms and Conditions.

I have also read through the Fire and Emergency Procedure and I understand it fully. I take full responsibility for my team, customers, performers and visitors.

Signed:..... Date:                      /                      /

For and on behalf of:..... Position:.....

Please return this form to:

Laurie Marshall  
 Landau Forte Academy Tamworth Sixth Form  
 Ashby Road  
 Tamworth  
 B79 8AA

Email:                      lmarshall@lfct.org.uk  
 Telephone:                      07772 993435

# FOOTBALL BOOKING FORM

Name of the Club	
Club Secretary or Person Making the Booking	
Address	
Telephone Number - Day	
Telephone Number - Evening	
Email Address	

## Astro Turf/Sports Hall

	Day	Number of Pitches	Time from	Time to	First Training Session	Last Training Session	Team Name / Age Group	Captain	Contact Number
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

I/We agree to abide by the Conditions of User for Landau Forte Academy. I have enclosed a signed copy of the Terms and Conditions. I have also read through the Fire and Emergency Procedure and I understand it fully. I take full responsibility for my team, customers, performers and visitors.

Signed:..... Date:                         /                 /

For and on behalf of:..... Position:.....

Please return this form to:

Laurie Marshall  
 Landau Forte Academy Tamworth Sixth Form  
 Ashby Road  
 Tamworth  
 B79 8AA

Email:                 lmarshall@lfct.org.uk  
 Telephone:         07772 993435

## CATERING INFORMATION

Catering is available on request - please note pre-booking and ordering is required.  
Please choose from our selection of buffet menus below.

### BUFFET A £5.00 per head

Half a sandwich and half a baguette filled with cheese, ham, tuna mayo, egg or beef

2 x sausage rolls

2 x chicken goujons and a garlic dip

Bowl of crisps

Tea, coffee or orange juice

Selected Buffet

Number of Guests

### BUFFET B £7.00 per head

Sandwich and half a baguette - fillings as above

2 x pizza slices

Slice of quiche

2 x hot and spicy chicken wings

Bowl of crisps

Tea, coffee, orange juice

Selected Buffet

Number of Guests

### BUFFET C £8.75 per head

Sandwich and half a baguette filled with cheese, chicken mayo, tuna mayo, B.L.T, egg and cress or chicken tikka

2 x chicken goujons and garlic mayo dip

2 x pizza slices

2 x mini spring rolls

2 x savoury croquettes

Chocolate fudge cake

Tea, coffee, orange juice

Selected Buffet

Number of Guests

### BUFFET D\* £12.00 per head

Platter of beef

Platter of ham

Platter of turkey

Petit pan roll and butter

Bowl of mixed salad

Bowl of coleslaw

Bowl of potato salad

Bowl of pasta salad

Cheese and onion goujons

Chicken tikka stick

Chocolate fudge cake or fruit basket

Tea, coffee, orange juice

Selected Buffet

Number of Guests

\*Minimum of 20 for this buffet.

Please tick the appropriate box to allocate your menu and enter the total number of guests required for your event.

We also offer self service hot and cold food - please contact us for more details.

# THEATRE BOOKING FORM

Name of Club / Organisation	
-----------------------------	--

Date Required	Time Required From	Time Required To	Actual Show Times From	Actual Show Times To	Rehearsal / Performance	Technician Required From	Technician Required To	Bar Required From	Bar Required To

**Please Note:** The technician must attend at least an hour before the performance time and the actual requirement time is dependent on the complexity of the setup. All requirements and equipment for your booking will be set up by the technician. Any set-up of the Theatre prior to your arrival will be chargeable.

On occasion it may be necessary to have to hire two technicians. You will be advised of this once completed booking forms are returned.

Clients should be aware that it is not always possible to accommodate your every wish. All bookings are taken subject to a separate agreement of your technical requirements with one of our theatre technicians.

Changing Facilities Required	Yes	No
------------------------------	-----	----

**Please Note:** We cannot offer exclusive use of our changing rooms. Other rooms are available at an additional cost.

Do you require the tiered seating?*	Yes	No
-------------------------------------	-----	----

Do you require portable seating?***	Yes	No
-------------------------------------	-----	----

If so, how many rows?	
-----------------------	--

\* Tiered seating consists of 11 rows or 18, numbered A-L (no row I). There are 200 seats in total. Please see the attached Theatre layout.

\*\* Portable seating consists of a maximum of 3 rows of 20, there are 60 seats in total.

# THEATRE BOOKING FORM

Do you require temporary flooring?	Yes	No
------------------------------------	-----	----

Should any of your performers be using tap shoes then the temporary flooring must be hired.

## Technical/Theatre Information

Full black curtains around the theatre?	Yes	No	
Use of main house curtains?	Yes	No	
Sound system required?	Yes	No	
Where is the sound to be controlled from?	Stage Left	Control Box	
CD Player?	Yes	No	
Where should sound come from?	Rear Speakers	Front Speakers	Both
Are microphones required? (2 available)	Yes	No	
For what purpose?			
Special lighting required? (to be discussed with a technician)	Yes	No	
Do you require a smoke machine?	Yes	No	
If so, what position on stage?			
Data projector required?	Yes	No	
Use of white back wall for projecting on to?	Yes	No	
Format your media is saved in and the media it is saved on?			
Is there sound to be heard?	Yes	No	
Projector to be remotely operated?	Yes	No	

# THEATRE BOOKING FORM

Any other requirements or equipment, please specify:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please ensure you have signed and completed a copy of the Terms and Conditions and Booking Form for Academy Facilities in addition to this one.

## TERMS AND CONDITIONS

In order to hire and book an Academy facility, it is necessary to complete and sign a Booking Form together with two copies of the Terms & Conditions (one copy for your retention). These forms must be returned before a firm booking can be confirmed and accepted, until such time the booking will be 'provisional'. All bookings accepted are on the understanding that Academy business will take priority and a booking may have to be cancelled or where possible re-arranged. Should this occur then the client will not be charged for that particular occasion. The client will be given advance notice of this type of occurrence. It is a requirement for every booking at the Academy that the client nominates a person to be responsible for fire regulations and procedures in case of a fire alarm sounding. This person's name must be stated on the booking form and they must report to Reception immediately upon the first visit to the Academy who will ensure he/she is familiar with all necessary relevant fire evacuation procedures etc.

### **i) Theatre Hire:**

Unless previously agreed in writing all bookings must be paid for prior to the use of the facilities. This agreement must be arranged with the main contact on the Booking Form and the Academy Facilities and Marketing Manager.

(Previous agreements will not apply to subsequent bookings).

A non-returnable deposit equivalent to 20% of the total fee of the room hire must be paid when returning the Booking Forms.

The remainder of the outstanding balance will be invoiced one month before the first date of the booking, requesting payment no later than 14 days before the booking will take place. Failure to do so will result in the facilities being withdrawn. Any amendments to requirements during the booking will be invoiced/credited after the event. Any repairs/maintenance required due to damage to the surface of the Theatre flooring must be paid for in full.

To cancel a booking, four weeks written notice must be given otherwise the booking will be charged and invoiced at the full rate in lieu of the required notice.

### **General terms and conditions for use of the Theatre:**

- a) Resin **MUST NOT** be used on shoes in the Theatre.
- b) Tape **MUST NOT** be used on the Theatre floor.
- c) At the end of every performance the Theatre must be returned to its original state in preparation for the following day eg. no props/equipment must be left in the Theatre, any safety pins used on the black-out curtains should be removed at the end of the performance etc.
- d) Food and Drink **MUST NOT** be consumed anywhere other than the Bar or Restaurant. Drinks from the Bar are strictly prohibited from the Theatre and classrooms/changing facilities.
- e) Any litter must be collected and placed in bags – Site staff must be made aware to clear away at the end of the evening.
- f) All electrical equipment must be PAT tested.
- g) The temporary flooring must be hired if any performers are using tap shoes.

### **ii) Sports Facility Hire:**

Payment terms will be via invoice on a monthly basis or cash on arrival. Our payment terms are 30 days. To cancel a booking, 4 weeks notice must be given in writing by letter or email to Laurie Marshall, the Marketing and Facilities Manager, otherwise you will be charged in full. Any repairs/maintenance required due to damage to the surface of the Sports Hall flooring must be paid for in full.

### **General terms and conditions for use of the Sports facilities:**

- a) Loose equipment, e.g. racquets and balls will **NOT** be provided.
- b) Clothing and footwear **MUST** be appropriate for the activity being played. Non marking soles **MUST** be worn in the Sports Hall. Football boots **MUST NOT** be worn on the Multi Games Court.
- c) An indoor football only should be used in the Sports Hall.
- d) Use of the changing rooms and showers are included but should be vacated 20 minutes after the allocated hire time.



## TERMS AND CONDITIONS

- e) Use of the changing rooms cannot be guaranteed. The Academy reserves the right to withdraw use of changing facilities but prior notice will be given.
- f) It is **not permitted** to climb over the wire fence surrounding the Multi Games Court and the Academy.
- g) Balls should only be retrieved from the neighbouring gardens at the request of the occupier. You must not approach the occupier or try to gain unauthorised access over the garden walls.
- h) If the client decides not to play in bad weather conditions, then payment will not be required but notification of a cancellation must be received as soon as possible.
- i) Nets and posts will be included as part of the contract.

### iii) General Room Hire:

Payment for any room hire not named above will be invoiced after the event.

To cancel a booking, four weeks written notice must be given otherwise the booking will be charged and invoiced at the full rate in lieu of the required notice.

### General Conditions of use by all Academy Members, Visitors, Clubs and Corporate Bodies:

- The Academy operates a **NO SMOKING** policy in all areas.
- Food and drink may only be consumed in the Restaurant and Bar areas, they are not permitted in the Theatre/classrooms etc under any circumstances.
- Furniture within classrooms must not be moved – if a move is essential then the client must return the room to its original state.
- The client organisation is responsible for the conduct of all its members.
- Any damages or abuse of facilities will be charged to the client at cost.
- The client should provide two named contacts with day time and evening telephone numbers.
- All vehicles **MUST** park in the Academy car park.
- We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms.
- All electrical equipment must be PAT tested.

If credit facilities have been agreed then all invoices must be settled within the agreed credit terms. Failure to do so will result in the facilities being withdrawn. The first named contact on the Hire Form is held personally responsible on behalf of the Club, Society or Organisation etc for all invoices issued by the Academy.

**THE ACADEMY ACCEPTS NO LIABILITY WHATSOEVER FOR THE LOSS OF OR DAMAGE TO ANY VEHICLES, EQUIPMENT, CLOTHING, VALUABLES OR ANY OTHER GOODS WHILST ON ITS PREMISES, HOWSOEVER CAUSED.**

Foul language, aggressive behaviour or disruption to others will not be tolerated in the Academy and persons not adhering to this agreement will be asked to leave the facilities immediately with no refund. Due to planning restrictions all customers must complete all activities by 21:30hrs and must have exited the premises by 22:00hrs. This is a 12 month agreement.

**PLEASE PROVIDE A COPY OF YOUR PUBLIC LIABILITY INSURANCE.**

Any breach of the afore-mentioned Terms & Conditions may lead to the immediate and automatic withdrawal of facilities and the forfeit of any money paid.

I/We agree to abide by the Terms and Conditions (Hire of Landau Forte Academy Facilities)

Signature:..... Date:.....

For and on behalf of:.....

Position:.....