

Oak Lodge booking information

Oak Lodge is a single story, oak framed building situated within in its own grounds at High Lodge, Thetford Forest. The venue is versatile and lends itself to family gatherings, meetings, and team building events.

The large windows offer beautiful, seasonal views of the forest and is situated perfectly for all our activities across the site. The main room can facilitate up to 45 guests seated in 'theatre style' or up to 22 in our 'meeting style'.

Key features:

- **Parking** - small shingle car park directly outside Oak Lodge with room for 5 cars.
- **Kitchen** - There is a small kitchenette with a fridge, kettles, and dishwasher. Private BBQ for Oak Lodge use, available as an add-on with bookings of 3 hours or more.
- **Facilities** - There are private toilet facilities; and the female toilet is wheelchair accessible and has a baby change unit. The main entrance has a ramp suitable for wheelchairs and pushchairs. Heaters with manual controls for adjusting temperature.
- **Space** - The grounds have space for picnicking and A smaller room at the end of the building can be used for storage or arranged to meet the needs of your booking.
- **Equipment** – Wi-Fi access and HDMI hook up to presentation monitor

High Lodge is home to fun and exciting activities that provide thrills and adventure. Swinging through the trees with Go Ape, exploring the forest on a bike with Ride Experience, or taking aim with LookOut Archery; there's something for everyone. Why not consider booking one of these activities as part of your day?

Head to <https://www.forestryengland.uk/high-lodge/activities> for more information about what is on, and for contact and booking information.

Catering:

Oak Lodge is an ideal location to eat, whilst still enjoying the outdoors. You are very welcome to make full use of the kitchen facilities and provide your own refreshments. Please note, outside of the BBQ, there are no options for cooking or heating food at Oak Lodge. If you don't want to provide your own food for your event, please contact Churchill Catering.

Churchill Catering provides a wide range of refreshments from herbal teas and coffee to cold buffets and delicious hot options. Whilst the Forestry England events team manages your room hire, Churchill

Catering will take care of your refreshments. To discuss directly with Churchill Catering, please call Hazel on 01842 814042.

Other key points:

- High Lodge has limited mobile phone coverage, meaning your meeting will be free from interruptions, however you should factor this into your event. You may not be able to receive calls from missing guests needing directions, for example!
- Parking of two cars (to be parked at Oak Lodge) included with your booking

- You are welcome to bring a gazebo to set up with your event, but please discuss this with High Lodge team first.

Room hire and associated fees:

	½ day (max 4hrs)	Full day (max 8hrs)
Oak Lodge hire	£175	£300
Set up (On request)	£50	£100
Take down (On request)	£50	£100

Conditions of hire:

- Minimum hire 2 hours. Oak Lodge can be booked for either a morning, an afternoon, or the full day.
- Please make sure you consider your own set up and pack down times within your booking period. If you require any additional time for set up/pack down, please discuss this with our team before booking as this may incur additional costs.
- Private BBQ hire is available with bookings 3 hours or more and is charged at our normal seasonal BBQ booking rates.
- Additional hours or part hours of hire will be charged at the full hourly rate
- VAT is included in all prices shown
- Oak Lodge will be clean and ready for your use when you arrive, please leave it as you found it.
- You are responsible for taking your own waste away. Any waste left for Forestry England to dispose of may incur a charge.
- Any additional set up requirements (furniture, electronics, room layout) must be discussed with Forestry England in good time before your event.

Site entry & times:

- Earliest hire and access is from 9am
- Latest finish time is half an hour before the advertised site closing
 1st Jan – 13th Feb (4pm)
 14th Feb – 29th Mar (5pm)
 30th Mar – 6th Sept (6pm)
 7th Sept – 25th Oct (5pm)
 26th Oct – 31st Dec (4pm)

- Site entry will be charged at the standard, advertised rates for all vehicles attending bookings of fewer than 4 hours. Full details available online: www.forestryengland.uk/highlodge

Payment terms:

- Only card payments accepted
- Full payment due at time of booking or at least 14 days before booking
- Full refund available on cancellations 1 month more in advance
- 50% refund available on cancellations 14 days in advance
- No refund on cancellations less than 7 days in advance
- By booking Oak Lodge, the booker accepts that they are expected to pay to cover the costs of any loss or damages to property/furniture/buildings during their hire period.

Security, Health and Safety:

The hirer will be issued with a building key for the hire period. The hirer is responsible for the key at all times. The hirer is responsible for locking the building (including toilets) during the hire period. The hirer must return the key to the Information Point. If lost a £50.00 surcharge will be made. Full details regarding this can be discussed upon booking. The hirer will familiarise themselves with the layout of the building and the fire/emergency evacuation notes in place.

Car Parking and Restrictions:

Oak Lodge has space outside for 5 cars. Once these 5 spaces are full, hirers and their guests' vehicles are to be parked in the main High Lodge car parks. 3 cars will be legible for free day parking with any full day booking

Additional Terms and Conditions

- FE staff and emergency services are permitted to always enter the building.
- All doors are to be kept clear of obstructions.
- Fire extinguishing equipment must not be moved, unless in the case of a fire.
- Fittings and electrical wiring must not be altered, fixed or removed.
- Any electrical appliances brought in must be approved prior to the hire period.
- No animals, except assistance dogs, are allowed into the building without prior agreement.
- Hirers are not permitted to handle or remove the buildings visual displays without prior agreement.
- Any signage outside of the building must be approved by FE staff prior to being displayed.
- Candles, fireworks, sparklers, Chinese lanterns are not permitted on site. Neither are smoke, dry ice and laser machines.
- No smoking or vaping is permitted inside Oak Lodge - smoking and vaping is only permitted on the gravel areas outside the main building entrance. Cigarette and cigar ends must be disposed of in bins onsite. Evidence of smoking in nonpermitted areas will incur a £50 surcharge.
- Car park closing times need to be discussed with a member of staff if a booking continues later than the car park opening hours.
- Tables and chairs used during the hire period are to be left as found.