

Education Centre

Salisbury NHS Foundation Trust

Information booklet



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Welcome

The Education Centre is a fully equipped training centre and is available to hire by external groups on evenings and at weekends.

The Centre has a Lecture Theatre and 4 training rooms, 3 of which are interconnecting to create one large space.

The Education Centre is located on Level 5, SDH North.

The closest car park is No. 8

By car: Enter hospital site at Entrance A. Park in car park 8;

By bus: Alight at Main Entrance (third stop).

Enter hospital:

- **From Sarum Entrance:** the stairs and lift are just inside the entrance on the right hand side. Lift No. 5 is the only lift that goes to Level 5.
- **From Springs Entrance:** enter on Level 2, take the stairs or lift to level 4 and turn right. Please find lift No. 5 or the stairs at the end of the corridor before the link bridge.
- **From Main Entrance:** go past Reception and turn right, the stairs and lift No. 5 are at the end of the corridor on the left hand side.

Contact the team to enquire about availability: sft.education.centre@nhs.net

We can accommodate all types of events, and we use a wide range of AV technology to enhance your event.

We have a lecture Theatre and four separate rooms, 3 of which can be opened up to create one larger space. All rooms have their own access and independent

Rooms

Room C

- The room capacity is 24 around a table or 40 face front

There are the chairs and tables in this room.

As well as the projector and screen, there is a TV and laptop.

Room D

- The room capacity is 20 around a table

There are the chairs and tables in this room.

As well as the projector and screen, there is a TV and laptop.

Room E

- The room capacity is 15

There are the chairs and tables in this room.

As well as the projector and screen, there is a PACS machine and microscope. This room is set up for MDT meetings to be held in here.

The Education Centre admin team are not responsible for the MDT equipment and specific support or help remains with the MDT co-ordinators.

Room 2

- The room capacity is 20

There are the chairs and tables in this room.

This room is set up for MDT meetings but can be used for other meetings.

The Education Centre admin team are not responsible for the MDT equipment and specific details for help can be found in the room.

Lecture Theatre

- The room capacity is 140

The lecture theatre has tiered seating facing the front screen.

There are an additional two tables in this room.

Other Information

- Presentations can be emailed to the Education Team; It can then be download onto a memory stick(s) and added onto one of our conference laptop via a training account.
- If you have your own USB or a Safe-Stick they can only be used on our loan pool laptops or desktop computer.
- All rooms have a flipchart and pens
- There are cancellation fees that apply
- If the rooms are being hired out externally the Education Business Manager will be informed and an invoice for payment will be raised and sent. We now also charge any charity bookings applying a 20% discount.
- All bookings are to be made via booking form, see appendix A

- In addition to the mobile TVs in Rooms C & D, there are an additional two more which can be used across the centre. There are booked via sft.education.centre@nhs.net The TVs cannot be booked as a recurring booking and cannot be booked more than 2 weeks in advance.

At the end of the event

In the Education rooms:

- Turn off computers/laptops and projector screens
- Ensure windows are closed
- Tidy chairs and tables
- Turn off lights
- Ensure the bins are placed outside the room into the corridor
- Pull the door closed behind you when leaving the room for the final time. If using Room C, please turn the latch so the door locks behind you
- If Education Centre member of staff that all delegates have left the room and Education Centre

Pricing

Other prices are as follows:

	Lecture Theatre	Room C	Room D	Room E	Lecture + 1 room	Lecture + 2 rooms	All rooms	Room C & D	Rooms D & E	Rooms C, D & E
Full day	£280	£185	£180*	£175	£450	£625	£800			
Half day	£150	£100	£90	£85	£210	£300	£400			
Per hour (Full hour)*		£55	£50	£45				£100	£90	£140
LT link to Theatres	£50									

All room hire prices do not include VAT

* Hourly rates are rounded up to the next hour – only full hourly rates available

Please note that a full day is 6 hours and over. A half day is 0 – 6 hours.

Any hospitality costs are in addition to the above rooms pricing and are arranged separately.

All bookings are to be made 21 days in advance of the event. Hospitality is not provided by Education Centre. This is requested separately and a form can be found at the back of this booklet.

When booking a function, it is essential that we have the following details:

- A contact name and telephone number.
- The date, time and location of the function.
- Your refreshment/catering requirements.
- The name of the person, department or address of where the bill/invoice needs to be sent.

FORM COMPLETION:

Please ensure that the following points are administrated prior to sending off your Event booking form. A copy of the form will be provided by Education Centre.

1. The form should clearly state the day/month/year the function is booked for. (Please note: One form should be sent in per function booked. If two functions are required on two separate dates, two forms should be submitted). The time required, the estimated finish time and duration of your function should also be clearly stated to allow prompt delivery and collection of catering services.
2. The venue/room where you wish the catering services to be delivered.
3. Clearly state the type of catering required and stipulate numbers.
4. The name of the person completing the Hospitality Request Form, the date of completion and contact telephone number should be documented.
5. The name and address of the person paying the invoice is to be sent for payment should be completed.
6. Completed forms should be emailed to:
Education Centre, Salisbury Hospital on sft.education.cente@nhs.net
7. Once the order form has been received and the function booked, confirmation will be made via email to the named contact. These costs will be added to your revised booking quote and will be included in the final invoice.

NOTICE PERIOD:

We do require a period of notification for all functions. This required period is 21 working days prior to the event. Cancellation or reduction in numbers after this time will result in a 50% surcharge. Larger functions being cancelled with less than 24 hours notice will be charged full price.

The following additional food safety measures shall apply:-

- ◆ The menu will be agreed with the customers normally a minimum of 10 days prior to the event to allow the necessary orders to be placed and food production planned.
- ◆ **Customers will advise the Catering department at the time of making the catering reservation if any of their group has a food allergy and if so the exact nature of their allergy.**
- ◆ Hot function foods will be transported to the venue just in time for service, i.e. within 40 minutes of the start of service. The temperature of food on arrival will be checked. Foods which are below 65°C will be withdrawn from service. The temperature and time of hot foods at the end of attended service shall also be recorded on Form FSS9 together with any customer comments.
- ◆ Cold foods shall be prepared and stored in a chiller until 40 minutes before the start of the function time and temperature of food on removal from the chiller will be recorded on Form FSS9.
- ◆ The maximum time cold food should be displayed should be limited to four hours.
- ◆ All food should be covered until immediately before service.
- ◆ A separate serving utensil shall be provided for each dish.
- ◆ Customers shall be discouraged from removing food at the end of the function.
- ◆ The 14 common listed allergens are clearly identified against each product within the Function booklet in blue. A folder will also be available with each function trolley, readily accessible.
14 common listed allergens – Celery, Cereals containing gluten, Crustaceans, Eggs, Fish, Lupin, Milk, Molluscs, Mustard & Nuts, Peanuts, Sesame seeds, Soya & Sulphur Dioxide

Please note the costs below maybe subject to change. Please contact Catering direct to confirm the costs.



BEVERAGES:

	Price per portion
Tea	75p
Coffee	90p
Fruit juice	65p
Mineral water	65p
Squash	45p

CAKES AND PASTRIES:

Chocolate Biscuits <i>contains Gluten, Dairy</i>	55p
Assorted Biscuits <i>contains Gluten, Dairy</i>	45p
Muffins* <i>contains Gluten, Dairy</i>	70p
Cakes** <i>contains Gluten, Dairy</i> (Gluten Free cake can be requested)	70p
Danish Pastries <i>contains Gluten, Dairy</i>	70p
<i>*Assorted Blueberry, Triple Choc, Apricot, Treacle Toffee, Spiced Fruit</i>	
<i>**Chocolate Olive Oil, Coffee Walnut, Bakewell, Red Velvet, Cappuccino, Carrot, Victoria Fruit</i>	

BREAKFAST MENU: (available for functions between 7:00am – 10:00am)

Bacon, Sausage or Egg Bap <i>contains Gluten, Egg</i>	£1.90
Gluten Free Sausage Bap	£1.90
Vegetarian Sausage Bap <i>contains Gluten</i>	£1.90

BUFFET PLATTERS:***

See page 11 onwards for details)

Sandwich (choice of meat, fish, vegetarian, halal, vegan) ***	£2.50
Wraps (choice of meat, fish & vegetarian – min. order 5 wraps) ***	£3.30
Cheese Board and Biscuits ***	£7.20
Fruit (seasonal e.g. Apples, Oranges, Pears and Bananas, Strawberries)	40p
Nibbles (Peanuts and Crisps) ***	40p

****for allergy details please refer to Mix Bread Platter*

All prices are exclusive of V.A.T

FINGER BUFFET 'A'
(£5.45 PER HEAD)

Sausage Rolls
contains Gluten, Egg

Selection of assorted Meat, Fish and Vegetarian Sandwiches

Classic Halal - *Wheat, Barley, Soy, Sesame, Fish, Egg, Crustacean, Mustard, Celery, Milk*

Meat & Fish Classic - *Wheat, Mustard, Egg, Milk, Barley, Fish, Crustacean, Celery*

Vegetarian Classic - *Wheat, Barley, Egg, Milk*

Vegan Classic - *Wheat, Barley, Sesame*

Healthy - *Wheat, Barley, Milk, Egg, Mustard, Fish*

Quiche (including Vegetarian)
contains Gluten, Dairy, Mustard, Egg

Fingers of Vegetarian Pizza
contains Dairy, Wheat, Gluten

Vegetable Crudities with selection of Dips

Vegetable Crudities - *contains Celery*

Dips – *contains Nuts & Mustard*

Chicken Satay with Peanut Sauce
contains Gluten, Mustard, Nuts

FINGER BUFFET 'B'
(£6.90 PER HEAD)

Vegetable Samosa
contains Gluten

Cheese and Chilli Pepper Nuggets
contains Gluten, Dairy, Soya

Chicken Nuggets with a Tomato and Chilli Dip
contains Gluten

Sausage Rolls
contains Gluten, Egg

Cheese and Vegetable Quiche
contains Dairy, Gluten

Selection of assorted Meat, Fish and Vegetarian Sandwiches

Classic Halal - *Wheat, Barley, Soy, Sesame, Fish, Egg, Crustacean, Mustard, Celery, Milk*

Meat & Fish Classic - *Wheat, Mustard, Egg, Milk, Barley, Fish, Crustacean, Celery*

Vegetarian Classic - *Wheat, Barley, Egg, Milk*

Vegan Classic - *Wheat, Barley, Sesame*

Healthy - *Wheat, Barley, Milk, Egg, Mustard, Fish*

Vegetable Crudities with selection of Dips

Vegetable Crudities - *contains Celery*

Dips – *contains Nuts & Mustard*

Spicy chicken wings
contains Gluten

CREATE YOUR OWN BUFFET

Select as many items as you like from the list below.

All items are £1.10 each

Vegetable Satay

contains Gluten, Celery

Mini Quiches (including Vegetarian)

contains Gluten, Egg, Dairy, Fish

Miniature Spring Rolls

contains Gluten, Celery

Spicy Chicken Wings

contains Gluten

Vegetable Crudities with selection of Dips

Vegetable Crudities – *contains Celery*

Dips – *contains Nuts, Mustard*

Sausage Rolls

contains Gluten, Eggs

Fingers of Vegetarian Pizza

contains Dairy, Gluten

Vegetable Samosas

contains Gluten

Chicken Satay

contains Gluten

Cheese and Chilli Pepper Nuggets

contains Gluten, Milk, Soya

ECONOMY SPECIALS

(£4.70 per head)

All dishes are served with a choice of one of the following;

**Rice,
Small Jacket Potato,
Mixed Seasonal Salad or
Garlic Bread** *contains Gluten, Dairy*

An additional 95p will be charged should you require more than one of the above choices

MEAT OPTIONS

Shepherd's Pie
contains Dairy

**

Beef Lasagne
contains Dairy, Gluten

**

Chilli Con Carne
contains Gluten

**

Chicken Breast wrapped in Bacon coated with Cheese
contains Dairy

**

Chicken Curry
contains Gluten

**

VEGETARIAN OPTIONS

Cauliflower and Cheese
contains Dairy, Gluten

**

Vegetable Kiev
contains Gluten, Dairy, Celery

**

Mushroom Tagliatelle
contains Gluten, Dairy

**

Mushroom Provençale
contains Gluten

FUNCTION MENU

STARTERS

(£2.75 per head)

Home-made Soup of your choice

contains Gluten, Dairy

**Garlic Mushrooms coated with Breadcrumbs
served with a Garlic Mayonnaise Dip**

contains Gluten, Egg

**Bacon Strips with Stilton on a bed of Curly Endive
with Sour Cream and Chive Dressing**

contains Dairy

**Chilli and Herb Potato Skins with a Crunchy Cheese Topping
and a Watercress and Mexican Dip**

contains Dairy

Chicken Strips with Mayonnaise, Natural Yoghurt, Lemon and Lime

contains Egg, Dairy

MEAT & SALAD PLATTERS

Make a selection from any of the following main course salads, which are served with a green mixed salad and then choose another two salads from the Salad list to accompany your dish

(An extra £1.50 will be added should you wish to choose an additional main course salad)

COLD MAIN COURSES (£7.50 per head)

Strips of Beef with Mustard Seed Vinaigrette Pasta Spirals, Fresh Herbs and Bean Sprouts
contains Gluten, Mustard

**

Chicken Supreme marinated in Lemon Juice and Fresh Coriander

**

Mixed Meat Platter – Beef/Turkey/Gammon and Pork

**

Strips of Char-grilled Chicken Supreme with Sour Cream, Mayonnaise, Chives and Coriander accompanied by Cous Cous with Lemon Grass

contains Dairy, Egg

**

Supreme of Salmon lightly dressed with Dill and Lemon Mayonnaise

contains Egg, Fish

**

SALADS

MEDITERRANEAN

Tomato, Black Olives, Red and Green Peppers, Lemon Juice, Oil, Parsley, Chives and Mint

**

CHINESE

Long Grain Rice, Coriander, Chinese Leaves, Tomatoes, Red Grapes, bound with a light Lemon Vinaigrette

**

WALDORF

Celery, Walnuts, Red Apple and light Mayonnaise.

contains Celery, Egg, Nuts

**

TOMATO

Tomato and Fresh Tarragon Salad

**

CUCUMBER AND MINT

Cucumber and Mint bound with a light Yoghurt Dressing

contains Dairy

**

BEAN SALAD

A medley of French, Broad and Haricot Beans mixed with Seasonal Herbs

**

COUSCOUS

Mixed with Peppers, Sweetcorn and a Coriander Vinaigrette

**

GREEN SALAD

Mixed Green Salad served with Avocado and Honey Vinaigrette

HOT MAIN MEALS

(£8.00 per head)

Choose one of the following hot main meals then, select one Potato dish and two Vegetables to accompany it

CHICKEN:

- ❖ Poached Breast of Chicken served with a creamy Leek and Bacon Sauce, topped with a Herb Crumble – *contains Gluten, Dairy*
- ❖ Coq au vin (Breast of Chicken cooked in a Red Wine Sauce with Mushrooms, Onions and Strips of Bacon) – *contains Gluten*
- ❖ Chicken Breast with Tomato and Coriander sauce – *contains Gluten*
- ❖ Chicken Pepperoni (Breast of Chicken braised in a Sauce of Tomatoes, Peppers, Rosemary, Garlic and Sherry) – *contains Gluten*
- ❖ Chicken a La King (Diced chicken breast with Red peppers, Sherry and Cream) – *contains Dairy, Gluten*

TURKEY:

- ❖ Turkey Escalope shallow fried served with an Orange Brandy Sauce – *contains Gluten*
- ❖ Turkey Escalope shallow fried with Ginger and Spring Onions in a light Gravy

LAMB:

- ❖ Braised Lamb Steak in a Herb and Redcurrant Gravy – *contains Gluten*
- ❖ Rogan Josh (Curried Diced Lamb in a Rich Tomato Based Sauce Served with Braised Rice, Medium Hot) – *contains Gluten*

PORK:

- ❖ Pork Escalope in a Mushroom Cream Sauce – *contains Dairy, Gluten*
- ❖ Pork and Mushroom Stroganoff served on a bed of Rice – *contains Dairy, Gluten*

BEEF:

- ❖ Braised Beef Steak with Mushrooms, in a Red Wine Sauce – *contains Gluten*
- ❖ Beef and Bean Casserole (diced Beef with Haricot Beans, marinated in Beer, slowly cooked in the oven with Tomatoes, Onions and Garlic) – *contains Gluten*

GAMMON:

- ❖ Grilled Gammon Steak with Honey Glazed Pineapple served with a light Gravy scented with Mustard Grains – *contains Mustard, Gluten*

VEGETARIAN:

- ❖ Mushroom and Quorn Casserole – *contains Egg, Dairy, Gluten*
- ❖ Individual Nut Roast served with a Provençale Sauce – *contains Gluten, Nuts, Egg*
- ❖ Assorted Medley of Vegetable Stirfry served with a fragrant Coriander Rice
- ❖ Vegetable Curry (Curried Seasonal Vegetables in a Rich Tomato Based Sauce Served with Braised Rice, Medium Hot) – *contains Gluten*

FISH:

- ❖ Salmon Supreme – poached supreme of Salmon in a White Wine and Chive Sauce – *contains Dairy, Gluten, Fish*
- ❖ Fish Curry- Salmon, Smoked Hoki, Haddock and Prawns (Medium sweet Curry with Lemon, Mango Chutney, Rice and Poppadums) – *contains Fish, Gluten*

POTATOES

Marquise Potatoes

(Duchess Potatoes Topped with a Concasses of Tomato and Onion)

Egg

**

Boulangere (sliced Onion and Potato in Vegetable Stock)

**

Garlic Potatoes (Sliced Onion, Potato and Garlic cooked in Milk and Cream with a crunchy Cheese Top)

Roasted Chateau Potatoes

contains Cheese Top – Dairy

**

Parmentier (1/2 squares - deep fried) tossed in Beef or Vegetable Extract

contains Gluten

**

Fondant Potatoes

(whole Potatoes Half Roasted, cooked in Vegetable Stock and Butter)

contains Dairy

VEGETABLES

Broccoli Florets (Cheese Sauce Optional)

Sauce – *contains Dairy, Gluten*

**

Baton Carrots

**

Red Cabbage and Apple

**

Cauliflower (Cheese Sauce Optional)

**

Garden Peas

**

Green Curly Kale Cabbage

**

Roast Parsnips (seasonal)

**

Fresh Green Beans

**

*Mange Tout

**

*Baby Sweetcorn

SWEET LIST

(£2.75 per head)

Fresh Fruit Salad served with Cream or Ice Cream.

contains Cream/Ice cream - Dairy

**

Seasonal Fruit Cheesecake

contains Gluten, Dairy

**

Fruit or Chocolate Gateaux

contains Gluten, Dairy

**

Chocolate Profiteroles and Cream

contains Gluten, Dairy

**

Seasonal Fruit Pavlova

contains Dairy, Egg

**

Steamed Syrup or Treacle Sponge with Creamy Custard Sauce

contains Dairy, Gluten

**

Hot Apple Pie and Creamy Custard Sauce

contains Dairy, Gluten

**

Lightly whipped individual Chocolate Bavous

contains Dairy, Gluten

**

**Cheese Board, Biscuits and Butter Portions
garnished with fresh Grapes and Celery**

contains Dairy, Gluten, Celery

**

EXECUTIVE WORKING LUNCH

(£5.00 per head)

MIXED BREAD PLATTER:

includes an assortment of Meat, Fish and Vegetarian Sandwiches Wraps & Dinner Rolls

Classic Halal sandwiches - *Wheat, Barley, Soy, Sesame, Fish, Egg, Crustacean, Mustard, Celery, Milk*

Meat & Fish Classic sandwiches - *Wheat, Mustard, Egg, Milk, Barley, Fish, Crustacean, Celery*

Vegetarian Classic sandwiches - *Wheat, Barley, Egg, Milk*

Vegan Classic sandwiches - *Wheat, Barley, Sesame*

Healthy sandwiches - *Wheat, Barley, Milk, Egg, Mustard, Fish*

Vegetarian Wraps – *Wheat, Sesame, Milk, Egg, Sulphite*

Meat & Fish Wraps – *Wheat, Sesame, Fish, Egg, Mustard, Milk, Barley, Crustacean, Celery*

Meat & Fish Bridge Roll – *Wheat, Barley, Rye, Oats, Soya, Fish, Crustacean, Egg, Milk, Mustard*

Vegetarian Bridge Roll – *Wheat, Barley, Rye, Oats, Soya, Egg, Milk*

Vegan Bridge Roll – *Wheat, Barley, Rye, Oats, Soya, Sesame*

Deli Bridge Roll – *Wheat, Barley, Rye, Oats, Soya, Sesame, Fish, Egg, Milk, Mustard*

**

CHEESE AND BISCUITS:

Mature Cheddar and one other Cheese (Austrian Smoked, Red Leicester, Stilton, Brie. Served with Biscuits for Cheese and Spread Portions decorated with fresh Grapes and Celery

contains Dairy, Gluten, Celery

**

MUFFINS OR DANISH:

A selection of flavoured Muffins or Danish Pastries

contains Gluten, Dairy

**

FRUIT BASKET:

An attractive medley of cut fresh fruit to include a selection of Strawberries, Mango, Pears, Apples, Nectarines, Melon, Pineapple, Bananas, Grapes and Plums.

(Please note fruit is seasonal, therefore, we cannot always guarantee the content of our Fruit Baskets, but we will try to provide a suitable alternative)

**

MINERAL WATER OR FRESH FRUIT JUICE:

Choose from either Sparkling or Still Mineral Water or freshly squeezed Orange Juice or Apple Juice

PLEASE NOTE:

The Executive and Standard Working Lunches do not include Tea and Coffee.

Please request this at time of booking, if required.

STANDARD WORKING LUNCH

(£4.20 per head)

SANDWICHES:

Selection of assorted Meat, Fish and Vegetarian Sandwiches

Classic Halal - *Wheat, Barley, Soy, Sesame, Fish, Egg, Crustacean, Mustard, Celery, Milk*

Meat & Fish Classic - *Wheat, Mustard, Egg, Milk, Barley, Fish, Crustacean, Celery*

Vegetarian Classic - *Wheat, Barley, Egg, Milk*

Vegan Classic - *Wheat, Barley, Sesame*

Healthy - *Wheat, Barley, Milk, Egg, Mustard, Fish*

CHEESE AND BISCUITS:

Cheddar and one other Cheese,
Biscuits for Cheese and Spread Portions
contains Gluten, Dairy

FRUIT BASKET:

An assortment of seasonal fruit to include a selection of
Apples, Bananas, Pears, Oranges and Grapes
*(Please note fruit is seasonal, therefore, we cannot always
guarantee the content of our Fruit Baskets,
but we will try to provide a suitable alternative).*

DRINKS:

Choose from either Fruit Juice or Mineral Water

PLEASE NOTE:

***The Executive and Standard Working Lunches
do not include Tea and Coffee.
Please request this at time of booking, if required.***

All exclusive of V.A.T

Salisbury NHS Foundation Trust

The Education Centre, Salisbury NHS Foundation Trust, Odstock Road, Salisbury. SP2 8BJ



Salisbury
NHS Foundation Trust

The Education Centre - Booking Form

Name of Organisation making the booking:				
Nominated Contact:				
Name:		Position:		
Address:				
Contact telephone no:		e-mail address:		
1. Type of Event				Official Use Only:
2. Date of Event (For recurring events please give Start Date)				Date rcvd
3. Times required: (Please include time needed for setting up and clearing away)	From	To:	Hours required	See pricing in the Education Centre guide
A – Lecture theatre (Max 140 people)				
B – Room C (Max 30 around tables or 40 face front people)				
C – Room D (Max 20 people)				
D – Room E (Max 15 people)				
E – All rooms				
F – Room 2 (max 22 people)				
Approximate TOTAL Numbers Attending (if known). Include organiser and speakers				
4. Additional information required.				Document seen (date/ by)
For events involving children, young people or adults at risk of harm.	Please enclose a copy of your Safeguarding Policy			
	New users/activities will normally also require the hirer's completed Risk Assessment			
For events requiring OFSTED registration	Please state your OFSTED registration number .			
Use of Additional equipment.	If you intend to bring additional electrical equipment, please ensure that it has a current PAT test certificate and provide details of all such equipment here.			
5. I agree to abide by the Terms and Conditions of Use (a copy of which I have received and have read). I undertake to leave the Centre clean and tidy and to return any furniture moved to its original location.				
Processed & Sent	Date:	Signature:		Date:

Please return this form to: Education Centre via email: sft.education.centre@nhs.net