Model Farm

Private business retreats, meetings and away days

Business Retreat Planning Checklist

A practical checklist for corporate retreats, training days, meetings, conferences and team away days.

PLAN

Clarify objectives, delegate needs, timings and room requirements.

PREPARE

Confirm catering, accommodation, equipment and access arrangements.

DELIVER

Use breakout spaces, outdoor areas and follow-up prompts to keep the event

Event name	
Organisation	
Date(s)	
Main contact	

01

Event Overview

Event name / purpose

Company / organiser name

Main contact person & details

Event date(s)

Key objectives

02

Delegate Details

Total attendees

Speakers / facilitators

Dietary requirements

☐ Accessibility needs

Final delegate list

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03
Arrival & Timings

Arrival window

Departure time

- [ ] Welcome plan
- [ ] Agenda created
- [ ] Breaks Included

04
Meeting & Room Setup

Main space: Orangery

Room layout (Boardroom, Theatre, U-shape, Cabaret)

- [ ] Seating Confirmed
- [ ] Branding required

05
Presentation & Equipment

- [ ] 75” TV
- [ ] Wi-Fi
- [ ] Bluetooth speakers
- [ ] Extension leads

06
Catering Requirements

- [ ] self-catering
- [ ] book a caterer
  - [ ] Arrival refreshments
  - [ ] Mid-morning break
  - [ ] Lunch
  - [ ] Afternoon refreshments
  - [ ] Dietary requirements
  - [ ] Evening dining

Additional notes

Add notes here

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07
Breakout Sessions

Number of breakout spaces

- [ ] Orangery
- [ ] Games room
- [ ] Second lounge / snug
- [ ] Cider Barn kitchen
- [ ] Bedrooms
- [ ] Outdoor spaces
- [ ] Timetable planned
- [ ] Dining room

08
Accommodation

- [ ] Number of overnight guests
- [ ] Room allocation
- [ ] Bedroom planner completed
- [ ] Check-in/out times
- [ ] Guest information provided

09
Outdoor & Activities

- [ ] Patio / grounds
- [ ] Team-building activities
- [ ] Weather backup plan

10
Parking & Access

- [ ] Number of vehicles
- [ ] Parking arrangements
- [ ] Directions shared
- [ ] Accessibility arrangements

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11
Evening Arrangements

- [ ] Dinner plans
- [ ] Entertainment
- [ ] Bar arrangements
- [ ] Transport / taxis

12
Health & Safety

- [ ] Emergency contacts
- [ ] First aid
- [ ] Risk assessment
- [ ] Insurance

13
Follow-Up

- [ ] Feedback collected
- [ ] Thank-you messages
- [ ] Final numbers
- [ ] Payments completed

14
Additional notes

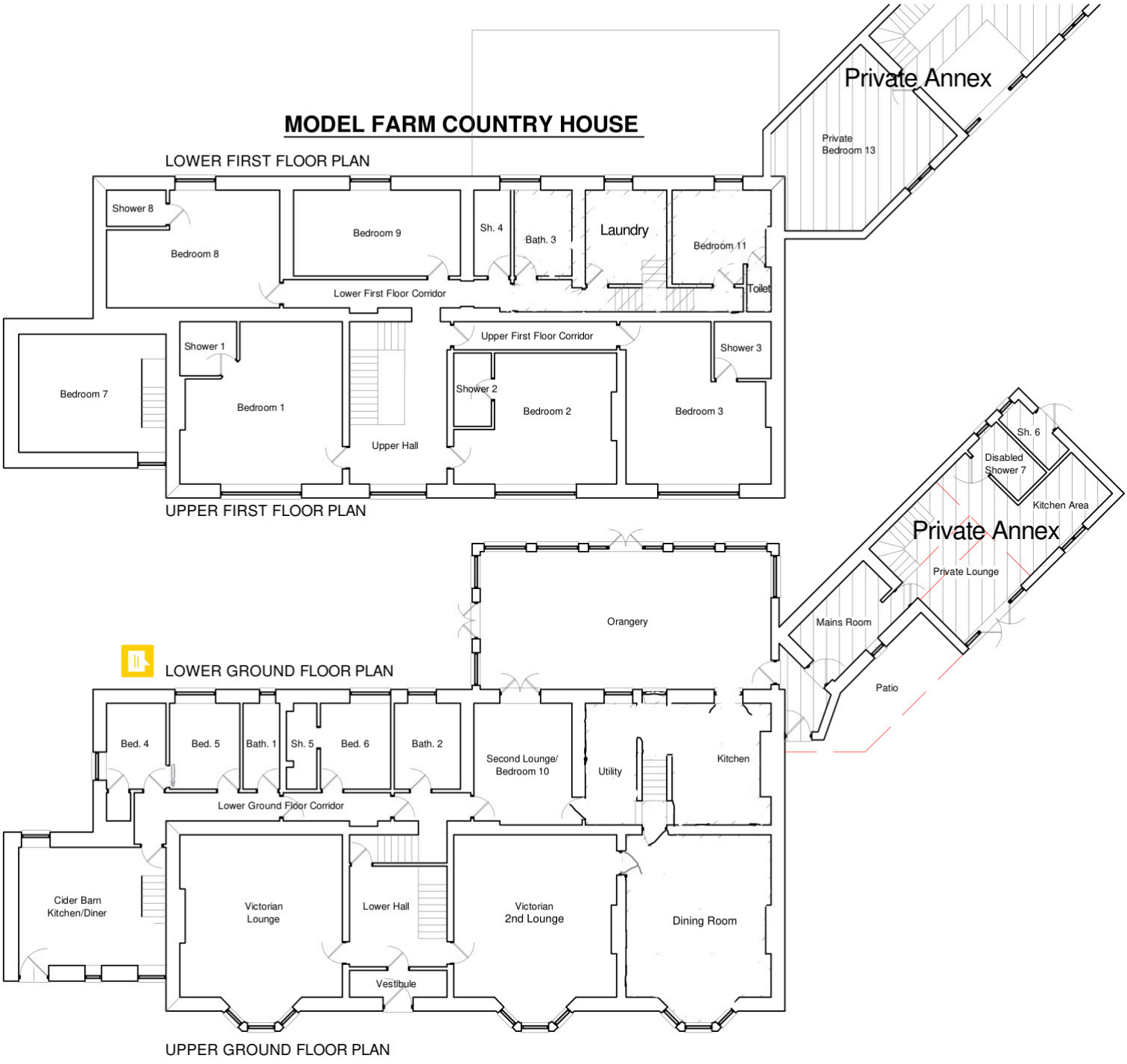
Add notes here

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Model Farm Floor Plan

Use the floor plan to review meeting spaces, breakout rooms, bedrooms, bathroom access and arrival flow before the event.



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Model Farm Bedroom Planner

Allocate guests, confirm preferred bed set-ups and note any access, family or privacy requirements.

Date(s)	

Bedroom	Beds / notes	Places	People	Confirmed
Victorian Area - upper floor				
1	King Size (En-suite)	2		☐
2	Super King Size or Twin (En-suite)	3		☐
3	Super King Size or Twin + 2 Singles (En-suite)	4		☐
Original Farmhouse - lower floor + 2 bathrooms				
4	Small double bed settee Suitable for 1 adult or 2 children Door to bedroom 5 - Smart TV	2		☐
5	King Size or Twin Door to bedroom 4	2		☐
6	Double (En-suite)	2		☐
10	Double sofa-bed Or second lounge with TV We suggest using as a lounge, if possible	2		☐
Cider Barn - upper floor (above Cider Barn kitchen)				
7	King Size Also has settee and easy chair TV	2		☐
Original Farmhouse - upper floor + 2 bathrooms				
8	King Size + 1 or 2 Singles (En-suite) TV	4		☐
9	King Size or Twin + Single TV	3		☐
11	Double (En-suite toilet)	2		☐
	Total Places	**27**		

Note:

1 travel cot is available and will fit in most bedrooms, but guests should bring their own cot bedding.

1 highchair is also available.

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Items Supplied at Model Farm

Use this section to check what is provided, what guests should bring and which practical details need to be shared before arrival.

Bedrooms / Bathrooms

Toilet rolls, enough for a weekend
Hand soap/shower gel
Anti-bacterial spray/cleaning cloth
Bath towels
Hand towels
Bed linen
Hairdryer
Fan in most bedrooms
TV (bedrooms 4(smart TV), 7, 8, 9 and 10 only)
Digital radio (bedroom 1 only)
1 travel cot but please bring your own cot bedding

Items not provided

Bath robes
Slippers

Second kitchen/diner

Small fridge
4 ring cooker with double oven
Washing machine/Washing tablets
Digital radio
Food
Tea
Ground coffee
Milk, just a little
Sugar, just a little
Biscuit's, just a few
Salt and pepper, in cruet and grinders
Other condiments, Oils, vinegars, sauces, some herbs and spices

Items not provided

Table Cloth
Napkins

Kitchen / Diners

Washing up liquid
Carex hand soap
Sponge/dish cloth
Dishwasher with tablets
Tea towels
Oven gloves
Bin bags
Kitchen foil
Kitchen roll
Glasses; Champagne (around 25), wine, highball, tumbler and pint glasses
plus a few brandy, sherry and shot glasses and some plastic glasses for use in the hot tub
Cafetieres, various sizes
Kettle
Toaster
Stick blender
Microwave
Plenty of cutlery, crockery, cups and saucers, mugs, pots, pans and cooking utensils
1 high-chair
main kitchen/diner
Espresso machine
Large fridge
Freezer
Ice maker
Wine cooler
5 ring induction hob/Double oven/Grill (Range cooker)
Filtered water supply, cold and boiling
Digital/internet radio with Bluetooth

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Check what is provided, what guests should bring and which practical details need to be shared before arrival.

Lounge 1

Large TV with cinema surround sound system which can be connected to via Bluetooth

Blu-ray/DVD/CD player

Seating for 11 on leather chesterfields an other seating

Books, magazines, local OS maps & various games

Games Room

Pool Table
Table football
Large TV
Bluetooth speaker
Drinks fridge
Kettle
Cups and saucers
Sink
Dishwasher

Dining room

Digital/internet radio with Bluetooth
Table seating for 24
Cutlery
Glasses

Other

Iron and Ironing board

Keys are provided for the front door and Cider Barn door

A key safe is outside the front door, the code is available before your stay

Check-in Time: Normally at 4:00 but if we have no one staying the night before, any time after lunch

Checkout Time: Normally anytime in the afternoon on Sunday but by 10:00 on a Monday

300 mbps fibre broadband provides Wi-Fi throughout the house

A booklet is provided with general information about the house and area

Dining room

We can provide seating and tables for around 30 people, please let us know your requirements

75” QLED TV with cinema surround sound system which can be connected to via Bluetooth

Blu-ray/DVD/CD UHD 4K player

We ask that you don’t make too much noise in the orangery after 23:00 as it is mainly windows and noise will travel to our neighbours.

Outside

By the Cider Barn kitchen is a covered Loggia with seating at tables for about 10.

Scandinavian style log burning Hot Tub for 8 people

25m swimming pond with patio area

Log burning sauna for 10 people with lighting

Covered kitchen area in the Gardens with log fired Pizza oven, 4 burner Weber gas BBQ, seating at tables for around 12, electric heater and lights

Lots of seating and picnic tables around the grounds

Around 1000 trees and shrubs with more than a dozen flower beds

Mown area for playing games from football to croquet, many games are provided

Blankets are available for sitting on the grass or keeping warm in the evening

Parking near house for around 10 cars with additional parking for another 10 cars

Electric car charging is available, please use in the day as we use solar panels to help charge the cars.

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local pubs, restaurants, shops and takeaways

Friendly Spirit pub

The Friendly Spirit pub 01278 652215 is about a 25 min. walk across footpaths it's good for drinking and eating.

Saffron 01278 652010 is an Indian restaurant in Cannington which also does takeaways.

There are lots of pubs, restaurants and takeaways in Bridgwater, many will deliver to Model Farm.

On the A39 at the top of the hill about 1.5 miles from Model Farm there is a Shell petrol station with a 24-hour Budgens store, Costa Coffee and a Subway takeaway.

Train station

Bridgwater, about 4 miles away around £10 in a taxi.

Directions to the property

From M5 (J23 or J24) follow A38 into Bridgwater.

Follow sign A39 Minehead (ignore first sign to Wembdon).

After leaving Bridgwater continue for approximately 1 mile, at the bottom of the hill a brown and white sign directs you to Model Farm, turn right at the roundabout.

A 2nd brown sign points left up the lane to Perry Green.

After approximately 3/4 mile the last brown sign points up the 'no through road' on the left.

Model Farm is the second farm on the left.

A booklet is provided with general information about the house and area

Contact numbers

Model Farm: 01278 429953

Dave's Mobile:07708 444439