Coed y Brenin Venue Booking Form

### BOOKING TERMS & CONDITIONS

Please read the terms and conditions carefully before confirming your requirements, thank you.

#### Provisional Bookings

Due to demand for meeting rooms, please note that provisional bookings will only be kept for 48 hours. If a completed booking form is not received within this time, the booking will be cancelled.

#### Cancelation Policy

Any cancellations should reach us 48 hours prior to meeting. If we do not receive cancellation notice 48 hours prior, we reserve the right to charge you for the room booking and any refreshments.

#### Additional Charges

Car parking charges are not included in the price of your booking; however attendees are entitled to discounted car parking at £3.50 for all day parking - **please ensure your attendees are aware of this prior to arrival**, and register their car at reception and pay on arrival. We encourage delegates to car share wherever possible.

### Conference Rooms Full Day Half Day

Cadair Idris £400 £200

80 delegates (theatre style) or

50 delegates (workshop style)

### Room Split

Cadair £200 £100

40 delegates (theatre style) or

30 delegates (workshop style)

Idris£150 £75

30 delegates (theatre style) or

20 delegates (workshop style)

### Catering Prices

Tea/coffee only: £2.00 per person

Tea/coffee and homemade biscuits £3.50 per person

Tea/coffee and homemade cake £4.50 per person

Soup & roll + tea/coffee £5.50 per person

Light Lunch: £9.50 per person

- includes assorted sandwiches, crisps

& homemade cake + tea/coffee

Healthy Lunch: £9.50 per person

- includes assorted wraps, coleslaw,

green salad & fruit salad + tea/coffee

Any dietary requirements to be advised at time of booking.

#### Please provide full details to ensure we can accommodate your requirements

|  |  |
| --- | --- |
| Date of Meeting: |  |
| Organisation: |  |
| Booking in the name of: |  |
| Telephone No:Mobile No:Email: |  |
| Contact Name on the Day**:** |  |
| Time Room Required:Available from 09.00-17.00Room required: | From: am/pm To: am/pm  Cadair Idris / Cadair / Idris |
| Number Attending: |  |
| Type of event: | Meeting / Conference / Workshop/ Social (Please let us know how you would like the room set up) |
| Invoice Address:Please include Ref/ PO no. |  |
| Include Car Park charge inbooking? | Yes – @ £3.50 per car (we will take a register of  attendee’s cars and provide you with a copy)  No – Attendees to pay for parking individually (please inform your attendees they will need to do this at the Visitor Centre) |
| Tea / Coffee:Time(s) required:Homemade biscuits or cake: | Yes / No  Biscuits/Cake |
| Lunch:Time required:Menu choice: | Yes / No  Light lunch/Healthy Lunch/Soup |
| Multi Media Projector& Screen | Yes / No |
| Flip Chart | Yes / No |
| *Office Use* | |
| *Room charge:* | |
| *Refreshment charge:* | |
| *Total:* | |
| *Date Sent to a/c:* | |