

Room Booking Application Form

Person Responsible: Mr/Mrs/Miss:

Name of Organisation:

Address:

..... Postcode:

Tel No: (Day) (Eve.)

***Invoice will be sent to him/her unless otherwise requested**

Day/s of week accommodation required Date/s accommodation required:

.....

Time of Access: Time of Departure:
(Time should include arrival, setting up and clearing up)

Purpose for which accommodation is required:

.....

Estimated Attendance: Room/s Required:

Equipment Required: Projector: Flip Chart:
Projector - £10 per hire. Flip Chart - £7 per A1 pad.

Room Layout:

Please Note: Any portable electrical equipment brought into the community room must be tested for safety and have a current safety label. **STAFF RESERVE THE RIGHT TO REFUSE THE USE OF ANY ELECTRICAL EQUIPMENT THAT HAS NOT BEEN RECENTLY TESTED.**

CATERING: - Please book on separate Caffi Wylfa form.

Please return as soon as possible.

Your booking is only PROVISIONAL until this form is received.
Before signing the form, please read the conditions of hire.

Signature of Applicant: Date:

Cancellation Charges. A cancellation charge of 25% of room charge will be made if more than two weeks' notice is given, otherwise a full charge will be payable.

Data Protection Notice. Any information provided to Glyn Wylfa Development Trust either relating to an invoice or in establishing an account with the Trust may be shared with third parties for the purposes of tracing, recovery of debts and the prevention of fraud where necessary.

The Trust will both now and in the future monitor and record information relating to your performance and payment history and this information will form part of the information shared with such credit reference agencies. Any such credit reference agencies may keep a record of such enquiries made by the Trust and may share this information with other businesses using their services.

Credit Terms. All invoices are due for payment in full within 20 calendar days of the invoice date.



Glyn Wylfa

Y WAUN - CHIRK

YMDDIRIEDOLAETH DDATBLYGU
DEVELOPMENT TRUST