



Registered Office / Swyddfa Cofrestredig  
Girlguiding Cymru  
Broneirion Limited  
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## **Broneirion Booking Confirmation**

Thank you for booking Broneirion for your conference, please fill in your group's details on this form, sign, and return to the address shown.. Thank you

Company Name	
Contact Name	
Contact Tel No.	
Contact E-mail	
Date of Conference	
Delegate Numbers	
Menu Choice	
Special Diets	
Time of Arrival	
Lunch Time	
Departure Time	
Equipment	
Room Layout	
Invoice Address	

For Office Information
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The person signing the booking form acknowledges that the customer understands and agrees to the terms & conditions of this booking which are shown on the reverse of this form.

*I agree that the above information is correct*

Signed ..... Print Name ..... Date .....

I am the person authorised to sign on behalf of .....(Organisation name)



## **Broneirion Booking Terms & Conditions**

- Please note that Broneirion operates a Cancellation Policy, as shown below

Cancellations made on the same day as the booking will incur full charges.

Cancellations made 1-3 days prior to the booking will incur 50% charges.

Cancellations made 4-7 days prior to the booking will incur 25% charges.

- We are a non smoking establishment and licensed to sell beers and wines.
- Corkage will be charged at £5.00 per bottle.
- Dogs are not allowed in the house or grounds.
- The minimum number for day delegate bookings is 6 people & for residential stays 10 people.

\*\*Please note that should your delegate numbers drop below the required number, the minimum number of delegates will always be charged for.

- The customer shall make good all damage whatsoever caused as a result of their booking.
- The customer accepts responsibility for any health & safety issues caused by negligence on their part while using Broneirion rooms & equipment.
- The organiser of the event will produce a list of delegates in the event of an emergency evacuation.
- Accidents or injury must be immediately reported to the senior staff member on duty.
- Any trading from Broneirion must be authorised & agreed in writing at least 2 weeks before the event.
- Costs for either exclusive use of Broneirion or for using Broneirion for exhibition purposes will be given on request.
- Room Hire Costs apply for extra breakout rooms in the house.

The following facilities are included		Facilities available at a small charge	
OHP Screen	On Site Shop	Fax	Telephone
1 Flipchart & Pens	Slide Projector	Photocopier	Laminator
Television	Video Camera		
Video	Power Point		
Plus other various training resources.		Any extra Flip Charts will be charged at £10.00 each.	

**All prices are fully inclusive of VAT**

Centre Manager / Rheolwr Canolfan: Mr Carlos Serrano

Broneirion Limited Registered in England and Wales/ Broneirion Cyfyngedig Cofrestredig yn Lloegr a Chymru

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