

Conference Booking Form

Date of Conference	
Number of Delegates	
Contact Name	
Organisation	
Contact Name	
Contact Tel. Number	
Contact Mob. Number	
Contact Email	
Room Layout Please specify :- Boardroom, Theatre Style, Classroom, Informal	
Any Equipment Requirements	
Menu Choice Options A - F Special Diets please specify:- vegetarian, vegan, gluten free, dairy free	
Arrival Time	
Refreshments Time AM	
Lunch Time	
Refreshments Time PM	
Departure Time	
Payment Details Will you be Settling the Account on the Day?	
If NO, Name & Organisation to whom Invoice is to be sent	
I have read the terms and conditions attached. Signed	
Print Name	
Dated	

Broneirion Limited Registered in England and Wales
Registration Number 4260833

VAT Registration Number: 790548206

Broneirion Limited is a Limited Company wholly owned by Girlguiding Cymru Girlguiding Cymru Registered Charity Number 521209

Privacy Statement

Here at Broneirion we take your privacy seriously and we'll only use your personal information to administer your booking and provide services you have requested. From time to time we may wish to contact you with details of events and offers that we think you may be interested in. If you consent to us contacting you via email please tick here Broneirion will not pass your details onto any third party.

[Broneirion Booking Terms & Conditions](#)

This conference booking form must be completed, signed and returned to Broneirion before your booking is secured.

Please note that Broneirion operates the following policies as detailed below :-

Cancellation Policy

Full cancellation less than 7 days prior to the booking date will incur full charges.

Notification of Final Numbers

Notification of final numbers attending the event must be given a minimum of 4 days prior to the event otherwise the final numbers quoted will be charged.

The minimum number for day delegate & residential bookings is 8 persons. Please note that should your delegate numbers drop below 8 delegates, then the minimum number of delegates will always be charged for.

We are a non-smoking establishment and licensed to sell beers, wines and spirits.

Dogs are not allowed in the house or grounds.

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 one month before the event.

Broneirion must not be used for any purposes other than for the meeting booked.

ALL PRICES QUOTED ARE INCLUSIVE OF VAT

The person signing the booking form acknowledges that the customer or organisation understands and agrees to the terms & conditions of this booking .

Registered Office Girlguiding Cymru

Broneirion Limited

Broneirion

Llandinam

Powys

SY17 5DE

Tel: 01686 688204

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