

Learning Disability Wales

Anabledd Dysgu Cymru

Learning Disability Wales

41 Lambourne Crescent
Cardiff Business Park
Llanishen
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CF14 5GG

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www.learningdisabilitywales.org.uk

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41 Cilgant Lambourne
Parc Busnes Caerdydd
Llanisien
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Training / Meeting Room Hire Booking Form

Organisation Details

Organisation Name _____

Contact Name _____

Organisation Address _____

Phone Number _____

Fax Number _____

Email _____

Meeting Details

Meeting / Course Title _____

Date _____

Full Day
(9.30 – 4.30)

Half Day Morning
(9.30 – 12.30)

Half Day Afternoon
(12.30 – 4.30)

Expected number of attendees _____

Room Requirements

- | | |
|--|--|
| <input type="checkbox"/> Board room
(24 Capacity) | <input type="checkbox"/> Theatre
(30 Capacity) |
| <input type="checkbox"/> Horse-shoe
(16 Capacity) | <input type="checkbox"/> Training
(20 Capacity, 2 Large Tables) |

Equipment Requirements

- Flipchart stand
- Flipchart pad
- Laptop & Ceiling Projector
- OHP
- Small TV / Video

Fees

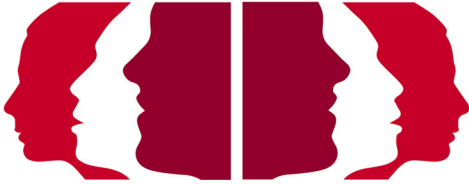
Room Hire	Non Member	Member	Amount Due
Full Day	£100	£90	£
Half Day	£50	£45	£
Tea / Coffee			
Per person	£2.00	£2.00	£
		TOTAL	£

I confirm the details on this form are correct. I have read and accepted the terms and conditions of hire.

Name _____

Signature _____

Date _____



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Training / Meeting Room Hire Terms & Conditions

Charges

Room Hire	Non Member	Member
Full Day	£100	£90
Half Day	£50	£45

This price includes flipchart stand/pens, one flipchart pad, OHP, TV/Video and laptop/ceiling mounted projector. Extra flipchart pads are charged at £5 per pad.

Tea / Coffee	
Per person	£2.00

This per person price includes hot beverages from the vending machine and water from the water cooler for the duration of the hire period. Final amount will be calculated on actual number of attendees for each day (or part day).

An invoice will be sent to you immediately after the event for payment within 30 days.

Insurance

All organisations **must** have Public Liability Insurance before booking the meeting room.

Cancellation Policy

Cancellations will only be accepted in writing. Should you cancel your booking the following charges apply:

- four weeks or more prior to event no fee.
- three weeks prior to event 25% of fee.
- two weeks prior to event 50% of fee.
- one week prior to event or failure to attend 100% of fee.

On the day of hire

Please arrive 30 minutes early, sign in and make yourself known to the Training and Events Administrator (TEA). The TEA will brief you on fire evacuation procedures, any scheduled fire alarm tests and how to use our coffee machine and equipment. Ensure that all attendees sign in too.

Fire

Please familiarise yourself with the fire exit and location of fire extinguishers and fire-call points. If you discover a fire, operate the call point and ensure that all delegates evacuate the building. On evacuating please make yourself known to our designated Fire Marshall.

Health and Safety

Please be aware of health and safety and take care with trailing wires and be careful if moving equipment such as flipcharts and chairs.

Refreshments

Take care with the hot drinks machine! The beverages dispensed are very hot.

Lunch is not provided but you are welcome to arrange your own catering.

Whiteboard

Please check that any pens you use on the whiteboard are suitable and can be wiped off.

Cleanliness

Please leave the room in the same condition as you found it. Place all rubbish in the bins provided.

Damage

Any damage to the building or equipment will be charged to the hiring organisation/individual.