

## Conference Facilities Booking Form

Name of Organisation: .....

Address: .....

Contact Name: .....

Telephone No: ..... Mobile: .....

Invoice Address: ..... Email: .....

I require the following facilities (please tick)	AM 8.45—12.45	PM 1.15—5 pm	EVENING 6—9pm
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- |                                                |                          |                          |                          |
|------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Board Room (G8)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Conference Room (G10) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Atrium (G7)           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> 24 Hour Room          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

For Date: .....

Do you require any audio visual/presentation equipment or facilities such as lectern, staging, etc.?  
 (Not available 24 hour room)

If Yes please state .....

What type of room layout do you require? (eg, theatre, banquet, boardroom)

Do you require a buffet? YES / NO If YES, which menu ..... for how many people? .....  
 (Exact numbers for buffet to be confirmed 3 working days beforehand.) At what time? .....

Do you require teas/coffees? YES / NO If YES, for how many ..... At what time(s)?.....

**A deposit of 10% of the total cost is required to secure the booking, which is non-refundable.**

In the event of cancellation by yourselves the following charges apply:

- Within 2 weeks of event—50% of the room hire cost payable
- Within 1 week of event—75% of the room hire cost payable
- Within 3 days of event—full room hire

Signed: ..... Date: .....

<b>FOR OFFICE USE ONLY</b> Amount Room Hire .....
Booking Entered .....
Deposit Received .....
Cafe Notified .....
Client conf.....

**Canolfan Gorseinon Centre is managed and run by**  
**The Gorseinon Development Trust**  
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