

TRIGONOS BOOKING FORM FOR RESIDENTIAL GROUPS

Please complete all sections, including any special requirements agreed.

Name of group/organisation Invoices to be made out to: (if different from above) Name of contact person Address Postcode Tel _____ Fax _____ Email _____		OFFICE USE ONLY Deposit <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Date paid</th> <th style="width:30%;">Inv. no</th> <th style="width:30%;">Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Date paid	Inv. no	Amount									
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Arriving on (State day of week): Day of week D / / Y Time of arrival: (Early arrivals on _____)		Departing on (State day of week): Day of week D / / Y Time of departure:														
Anticipated number of residents : (inc tutors & children)		No. of children	Non-res. participants													
Bedrooms preferred - please indicate bedroom types preferred and specify numbers if known.																
Workspace(s) required Workspace will be reserved for the whole period unless otherwise indicated (Circle as appropriate): Main Meeting Room / Gallery & Small Meeting Room / Small Meeting Room / Studio/Study Centre																
Meals (Please circle as appropriate) Full board Full board & packed lunches Half board Mealtimes are: 8 – 9am, 1pm and 7pm unless otherwise requested.		Overall catering requirements (Circle as appropriate) This is for the <i>whole</i> group. Individuals' special diets should be notified in due course. All vegetarian Menus to include some meat														
Equipment and other special requirements (eg exclusive use, flat rate prices, silent periods, wheelchair access, etc)																
Deposit I enclose a deposit of £ (Cheque should be made payable to "Trigonos". See "Booking Information for other methods of payment.) I have read and understand the terms and conditions set out overleaf Signed: Date: On behalf of:																

Please return to: Trigonos Plas Baladeulyn Nantlle Caernarfon Gwynedd LL54 6BW

TERMS OF BOOKING (to be read in conjunction with "Booking Information for Residential Groups")

1. We will do all we can to keep to the prices given but reserve the right to change prices should exceptional circumstances demand.
2. Bedrooms and workspaces not reserved at time of booking may be let to other visitors, unless exclusive use has been agreed.
3. Final numbers for the group (including non-residents) must be received 7 days prior to arrival.
4. 7 days notice is required for any **special dietary requirements**, including the number of vegetarians, otherwise we cannot guarantee catering for these.
5. All members of the group will be charged for the whole period of the booking.
6. In the event of any cancellation by the group that results in fewer people than given in the confirmed booking, or agreed subsequently, the following cancellation fees will apply:
 - i. From the point of confirmation of the booking till 6 months before the event - £3 per resident per night;
 - ii. From 6 months till 7 days before the event - £13 per resident per night;
 - iii. Less than 7 days before the event 75% of the cost for each cancelled resident or non-resident;
 - iv. Cancellations on or after the first day of the event will be charged for in full.