

# Trigonos

## PRICES FOR DAY GROUPS 2009

### CHARGE PER HEAD

£20

Price includes lunch, up to 3 tea/coffee breaks, hire of one meeting room and use of flipchart, OHP, video/DVD player and CD/tape player.

A digital projector is available to hire           £10 per day

Additional meeting room per day           £25 " "

### DEPOSIT - £50 per day (non-returnable)

(Statutory groups can confirm the booking with an official purchase order covering the full costs, instead of paying a deposit. In this case a £50 per day cancellation fee applies.)

VAT: Trigonos is not registered for VAT and VAT is not chargeable.

### PRICING POLICY

Trigonos is a not-for-profit company. There are no owners, shareholders or distributed profits. We set our prices according to what is needed to offer a high standard of service and maintain the organisation and its work.

We recognise that some groups may have difficulty in meeting our charges and our policy is to offer a discount to certain groups. The following may be eligible for a discount:

Schools and other educational institutions with very limited resources;  
Small charities, voluntary associations and not-for-profit agencies.

*Trigonos seeks to work in as helpful and flexible a way as possible and we are happy to discuss your requirements. Please contact us if you have any questions about your proposed booking.*

### TERMS OF BOOKING

***Important! Please read before completing the booking form.***

1. A booking cannot be confirmed until we have received the booking form and the appropriate deposit or official purchase order.
2. Final numbers should be notified 2 working days in advance of your arrival. The **minimum** number charged for will be the number of participants confirmed at that time.
3. **Special dietary requirements** – 2 working days notice required. It is the group organiser's responsibility to collect information about their group members' dietary needs. We cannot guarantee catering for special diets without the appropriate notice.
4. We will do all we can to keep to the prices given but reserve the right to change prices should exceptional circumstances demand.

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## BOOKING FORM FOR DAY GROUPS

Please complete the booking form as far as possible, indicating where information will be provided later.

Name of organisation / group:

Name of contact person:

(The person we will contact to agree / discuss arrangements)

Phone:

Fax:

email:

Address:

Postcode:

Date(s) of visit:

/ /  
D M Y

Time of arrival:

Departure:

Total number in group (including tutors):

Workspace(s) Required:

Main Meeting Room

Gallery & Small Meeting Room

Small Meeting Room

Studio/Study Centre

Equipment required:

Tables   Flipchart   OHP   TV/Video/DVD   CD & Tape player   Slide projector   Digital projector  
*applies*   *(Extra charge)*

Lunch is required at

pm (1.00pm unless otherwise requested)

Tea/Coffee breaks are required at: (please specify times, including whether refreshments are required on arrival)

**Other Requirements:** Please specify any special dietary needs or other considerations and for how many (e.g vegetarian; wheelchair access; accommodation for tutor).

**Deposit of £**                      **enclosed.** (Please make cheques payable to TRIGONOS)

I have read and understand the Terms of Booking

Signed:

Date:

On behalf of:

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

Tel: 01286 882388

Fax: 01286 882424

E-mail: info@trigonos.org