

Trigonos

BOOKING FORM & TERMS & CONDITIONS FOR RESIDENTIAL GROUPS

Please read the terms & conditions that form part of this contract and sign on page 3

Name of group/organisation: Invoices to be made out to: (if different from above)		
Name of contact person:		
Address:		
Postcode:		
Telephone:		
Mobile:		Email:
Arriving on / / DD MM YY	Departing on: / / DD MM YY	
Day of Week:	Day of Week:	
Time of Arrival:	Time of Departure:	
First Meal:	Last Meal:	
Early Arrivals Due:	Stayers on Leave:	
Number of Residents: (inc tutors & children)	No. of children	No. of Non-resident Participants:
Bedrooms required: (Number and type)		
Workspace(s) required (tick box) Workspace will be reserved for the whole period unless otherwise indicated <input type="checkbox"/> Main Meeting Room / <input type="checkbox"/> Gallery & Small Meeting Room / <input type="checkbox"/> Small Meeting Room / <input type="checkbox"/> Studio		
Equipment Required (tick box) <input type="checkbox"/> Flip chart(s) / <input type="checkbox"/> OHP / <input type="checkbox"/> Tables / <input type="checkbox"/> Digital Projector / <input type="checkbox"/> Slide projector		
Other requirements - please specify: (eg exclusive use, silent periods, wheelchair access, etc)		
Meals Trigonos meals are based on a vegetarian menu. For further information see our website We require: Full board / <input type="checkbox"/> Full Board with Packed lunches <input type="checkbox"/> Half board / <input type="checkbox"/> B&B only		

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Trigonos

TERMS AND CONDITIONS

This document forms your contract with Trigonos.

Please read it carefully & sign on page 3 to indicate your acceptance

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.

1. **PROVISIONAL BOOKINGS** will be held for **3 weeks**.
2. **CONFIRMED BOOKINGS** - A booking can only be confirmed upon receipt of a fully completed booking form and the required deposit. If these are not received within three weeks of making the provisional booking then the booking will automatically lapse. The only exception to the above is an agreement in writing from Trigonos granting an extended period for the provisional booking.
3. **BOOKING FORM** - ALL sections of booking form must be completed, including any special requirements. The booking form must be signed by an authorised person.
4. **BEDROOMS** - The allocation of people to bedrooms is the responsibility of the group organiser. Additional bedrooms can be booked at anytime subject to availability. We may let bedrooms not reserved by the group to other visitors except where exclusive use is agreed. Bedrooms must be vacated by **10am on the day of departure** unless otherwise agreed in advance.
5. **ESSENTIAL DIETARY REQUIREMENTS** - Trigonos is very good at meeting various essential dietary requirements. In doing so we rely on the information given to us by the individuals concerned via the group leader. Please complete and return the attached "Essential Dietary Requirements" form on behalf of your group **at least 7 days before your visit**.
6. **EXCLUSIVE USE OF TRIGONOS** may be possible, please ask us for details.
7. **DEPOSITS** - All deposits are non-returnable.
 - i. A deposit of £20 per person per night (pppn) is required to secure accommodation.
 - ii. If the booking is made more than 6 months before the event, the deposit can be split into two stages with £5 pppn payable on confirmation of the booking, and the balance £15 pppn being paid not later than six months before the event.
 - iii. Should the booking be cancelled prior to the second stage payment of the deposit the whole deposit of £20 pppn becomes payable immediately.
8. **BALANCE DUE** - The balance due is payable prior to departure unless otherwise agreed in advance.

9. METHODS OF PAYMENT

Payments can be made by the following methods, all in GBP:

- BACS / internet banking (invoice number or booking dates MUST be quoted)
Co-operative Bank: Account name: Trigonos; Account no: 6533 4863; Sort Code: 08 92 99;
IBAN: GB10 CPBK 0892 99 653 348 63 BIG code: CPBK GB 22
- Personal or business cheque payable to TRIGONOS (UK banks only - invoice number or booking dates written on the back)
- Bankers draft payable to TRIGONOS (invoice number or booking dates MUST be quoted)
- Debit and credit cards (charges will apply to credit cards)
- Cash
- Travellers cheques
- International Money Order

We regret that we do not accept: personal cheques drawn on non-UK banks or foreign currency

10. OTHER TERMS & CONDITIONS

- i. We will do all we can to keep to the prices given but reserve the right to change prices should exceptional circumstances demand.
- ii. Final numbers for the group (including non-residents) must be received 7 days prior to arrival.
- iii. All members of the group will be charged for the whole period of the booking unless otherwise agreed in advance of the visit.

11. CANCELLATIONS POLICY:

- i. In the event of any cancellation by the group that results in fewer people attending than given in the confirmed booking, the following cancellation fees will apply:
- ii. From the point of confirmation of the booking till 8 days before the event - £20 per person per night;
- iii. Cancellations within 7 days and more than 24 hours before commencement of event will be charged at £30 per person per night
- iv. Cancellations within 24 hours of commencement of event will be charged at 75% of full cost.
- v. The only exception to the above cancellations policy will be when Trigonos agrees, in writing, to forgo any part of the cancellation fees otherwise due.

All prices quoted are inclusive of VAT

I enclose a deposit of £ (Cheque should be made payable to "Trigonos".)

I am sending a bank transfer deposit of £..... Please send to:
Bank: Co-op Bank; Account name: Trigonos; A/C No: 65334863; Sort code: 08 92 99

I have read and accept the terms and conditions above:

Signed: Date:

On behalf of: