



Canolfan Gymunedol Brynaman Community Centre

Heol Cwmgarw, Brynaman, Rhydaman, Sir Gaerfyrddin SA18 1BU Ffôn/Ffacs: 01269 823400

www.brynaman.org.uk admin@brynaman.org.uk

Registered Company No. / Rhif Cwmni Cofrestredig 04157991 Registered Charity No. / Rhif Elusen Gofrestredig 1092336

CONFERENCE AND MEETING ROOM HIRE BOOKING FORM 2008

PERSONAL DETAILS

Booking Reference:.....

Contact Name:..... E-mail:.....

Name and Address of Organisation:.....

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

Date Required:..... Time Required From:..... To:.....

Please note that we hire rooms at full day and half day rates meetings of 4.5 hours or more, or those meetings taking place over the 12pm-2pm period will be charged at the full day rate.

Name & Contact details of trainer (if different).....

Number attending:..... *to be confirmed 7 days in advance of arrival*

Room Required:..... Room Layout:(*board/theatre/cabaret/horseshoe*):.....

Additional Equipment Required*: OHP Flipchart Laptop Projector Other *extra charge

Where did you hear about the venue?

Website Press Direct Mail Colleague Recommendation Other

CATERING REQUIRED – please see website for prices

Refreshments

Tea/ Coffee Fruit Juice Biscuits

Lunch *Please refer to menu on the website for details and prices

Option 1 Option 2 Option 3

Special Dietary Requirements (please specify and give numbers):.....

Timings: Arrival..... AM break..... Lunch Break PM break..... Departure.....

Monitoring Information (for funding purposes we have to ask the following information from our users)

Can you please tick the box(es) that most clearly represent your main users:

- | | | |
|--|--|---|
| <input type="checkbox"/> Women and Girls | <input type="checkbox"/> Children and Young People | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> Black & Ethnic Minority | <input type="checkbox"/> Refugees | <input type="checkbox"/> People in poor health |
| <input type="checkbox"/> LGBT | <input type="checkbox"/> Disabled | <input type="checkbox"/> People with low skills |
| <input type="checkbox"/> Older People | <input type="checkbox"/> Other | |

What area does your organisation serve?

- | | | |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Brynaman | <input type="checkbox"/> Carmarthenshire | <input type="checkbox"/> Powys |
| <input type="checkbox"/> Amman Valley | <input type="checkbox"/> NPT | <input type="checkbox"/> National |

PLEASE ENSURE THE TERMS AND CONDITIONS ARE READ BEFORE RETURNING THE COMPLETED FORM.