Please PRINT all information

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| --- | --- |
| **Organisation name:** |  |
| **Contact name:** |  |
| **Invoice address (including postcode)** |  |
| **Telephone** |  |
| **Email** |  |
| **Date of event**  **(if a repeat booking please indicate date of first booking)** |  |
| **Repeat bookings only –** please indicate frequency and number of repeat bookings | **Frequency**, e.g. weekly, monthly, etc.  Date of final booking (if known): |
| **Number in group** |  |
| **Does the group include children, young people or vulnerable adults?**  **YES\*/NO** | If Yes does your organisation have a safeguarding policy? Yes/No  *ACM may request to see this policy and relevant safeguarding documents.* |

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| **Room choice** | 🞏 Main Hall  🞏 Main Hall & Stage  🞏 Cynon Room  🞏 Rhonda Room  🞏 Taff Room  🞏 Discovery Suite  🞏 Collaboration Suite  🞏 Little Lincs |
| **Times required**  Please include any set up/take down time required |  |

**FULL DAY PACKAGE**

On arrival: Teas & Coffees plus

Welsh cakes or biscuits

Mid-morning Break: Teas and coffee

Classic Working Lunch: Selection of freshly made sandwiches on malted and bloomer bread. Fillings.

Farmhouse savoury bites

Artisan crisps

Seasonal fruit bowl

Jugs of water

Mid Afternoon Break: Selection of teas and coffee

Cost: £16 per person

**HALF DAY PACKAGE**

On arrival: Selection of teas and coffee

Welsh cakes or biscuits

Mid-session break: Selection of teas and coffee

Cost: £8 per person

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| **Weekend Rates:**  Please see attached ‘Room hire options’ which highlights the week day rates | |  |  |  | | --- | --- | --- | | **Main Hall** | | | | *Saturday am* | Saturday pm | Saturday eve | | *Sunday am* | Sunday pm |  | | ***Main Hall & Stage*** | | | | *Saturday am* | Saturday pm | Saturday eve | | *Sunday am* | Sunday pm |  | |
| **Equipment required:** | 🞏 Projector & Screen 🞏 Tables  🞏 Microphone 🞏 Chairs  🞏 HDMI cable 🞏 Flipchart & Pens  🞏 Interactive TV 🞏 Sound System & lights |
| **Please tell us how you would like your room to be set up (ie theatre, U shape, banquet, meeting or classroom)** |  |
| **Catering Refreshments:**  As we have a full catering team at Cynon Linc; no outside catering is allowed.  Minimum delegate numbers apply: Discovery Suite – 15  Collaboration Suite – 10 Half Hall – 20  Full Hall – 40 |  |

It is the organisation’s responsibility to ensure that all necessary insurances and any safeguarding checks, if required, are in place and must be appropriate to the activity to be undertaken during the period of hire.

*Cynon Linc / ACM reserves the right to cancel any booking if there is any emergency or if it is necessary to carry out any unavoidable repairs to the building or its fabric/fixtures/ fittings/furnishings by giving written notice as promptly as possible. It is emphasised that this will only happen in exceptional circumstances.*

By returning a signed Booking Form the organisation is deemed to have read all the necessary information and agrees to abide by the conditions set out in this document.

Name:

Position in organization:

Signature:

Date:

Please return this form to the Cynon linc or electronically via email: [bookings@cynonlinc.org.uk](mailto:bookings@cynonlinc.org.uk)

For office use only:

RA sent

T&C sent

Prices sent:

Authorized by:

Date:

Fee:

Landline and Broadband, Statutory Testing, Re-active Maintenance, Alarms, Insurance, Licenses, Personal Hygiene services, Janitorial products, Pest Control,

Grounds maintenance, Cleaning, Gas, Electricity, Water, Rates, Refuse Collection,

Landline and Broadband, Water, Sewage, Refuse Collection, Rates, Gas, Electricity, Cleaning, Grounds maintenance, Pest Control, Janitorial products, Personal Hygiene services, Licences, Insurance, Alarms.Re-active Maintenance, Statutory Testing & Servicing, Misc costs associated with renovations, Evaluation, Translation, Photocopying, Office supplies, Little Lincs