

Booking Form

Date & Time:	___ / ___ / 20___ ____ - ____	No of People Attending:	
Room(s) Required: (Tick all that apply)	Main Hall (Auditorium) ☐ Lesser Hall ☐ Function Rm ☐ Foyer ☐ Committee (Herman) Rm ☐ The POD ☐ Dressing Rm 1 ☐ Dressing Rm 3 ☐		
Organisation Name		Purchase Order Number:	
Booking Contact Name:		Phone Number:	
E-mail & Invoice Address:			
Technician Req'd?	YES/NO	Time Tech Req'd	
Type Of Event: (Please add additional info)	Meeting ☐ Training ☐ Celebration ☐ Fayre ☐ Other ☐		
Technical/Equipment Req'd: Projector, Screen, Flipchart etc. (Additional charges may apply)			
Tea & Coffee @ £2 per Cup? Quantity Req'd: (Additional charges apply, or bring your own supplies at no cost)	YES/NO		
Any other requirements (including access)?			
Layout Type & Number of Chairs: (Additional charges may apply if set up is required)			
Price: (To be completed by Office Staff)			

Booking Confirmation:

Room Hirer (Print name): _____

Date: _____

Booking Form

Office (Print & Sign): _____

Date: _____

Terms & Conditions

If you have any special requirements, please make a note of them on the booking form above.

Entry will only be permitted during the booking times. If you require entry outside these booking times, charges may apply.

The Welfare Ystradgynlais reserve the right to refuse admission to any person attending the venue, and to ensure that all persons attending an event behave in an orderly manner.

By confirming the booking you personally/or your organisations Chairperson is confirming that you are agreeing to our H+S and FIRE Procedures.

Our GUIDELINES AND PROCEDURES FOR PRIVATE HIRE FIRE MARSHALLS is a separate document that you will be expected to agree and sign.

Any loss or damage to the facilities will be the responsibility of the hirer and will be charged accordingly.

Recycling policy - As of April 2024 it became law for businesses to separate waste for recycling. We kindly ask that all hirers use the correct bins (all labelled accordingly for ease of use) or you will be asked to take away rubbish for self-disposal.

Cancellations will be subject to a financial penalty.

A security deposit is payable prior to the event to cover any potential damages or additional cleaning requirements. The deposit is fully refundable, or may be applied toward the final balance, subject to post-event inspection.

I have read and understood the terms and conditions of hire and shall comply with them.