

1. Booking made for:			Date of booking:					
Name:								
Address:								
Town:		Postcode:						
Telephone:		Email:						
2. Event Information		<input type="checkbox"/> Private Event		<input type="checkbox"/> Open to the public				
Title of Event:								
If you would like us to promote your public event, please email your marketing materials to hwb@hwbdinbych.org								
Are you a:		<input type="checkbox"/> Business		<input type="checkbox"/> Voluntary/Community Organisation				
Date(s):	From:		To:	/ /				
Time that the room is required:	Start:		Ends: (To include time to clear room)					
Total number of attendees:	<i>(Please note that we have limited numbers in all rooms)</i> <ul style="list-style-type: none"> • Max of 2 of people in Small Meeting Room • Max of 4 people in the IT Room • Max of 9 people in the Activity and Meeting Room (partition kept open) 							
4. Additional Equipment	Please note that there will be an additional charge for some equipment. <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Projector / screen</td> <td><input type="checkbox"/> Flipchart paper (£2.50)</td> </tr> <tr> <td><input type="checkbox"/> Flipchart stand</td> <td><input type="checkbox"/> Flipchart pens (£2.50)</td> </tr> </table>				<input type="checkbox"/> Projector / screen	<input type="checkbox"/> Flipchart paper (£2.50)	<input type="checkbox"/> Flipchart stand	<input type="checkbox"/> Flipchart pens (£2.50)
<input type="checkbox"/> Projector / screen	<input type="checkbox"/> Flipchart paper (£2.50)							
<input type="checkbox"/> Flipchart stand	<input type="checkbox"/> Flipchart pens (£2.50)							
5. Refreshments	<input type="checkbox"/> Unavailable at this time due to COVID – 19							
6. Invoice Details:	Company Name:		Email:					
Address:								
Post Code:		Purchase order number:	To follow					
7. Total Cost (OFFICE USE)								
Terms and Conditions								



Room Etiquette:

- a. Please read our Leaders information guide for all HWB Dinbych room hire guidelines
- b. Please leave the room as you found it, as all rooms have an allocated quantity of furniture and equipment.
- c. Please do not add or remove items. If there is a fault with any equipment or the room is untidy then please contact the manager.
- d. If using the I.T room please ensure that no food or drinks are to be taken into the room.

Parking

There are a limited number of parking spaces to the side of HWB Dinbych. Strictly no parking on pavement/road.
The nearest pay and display car park is approximately 5 minute walk, please ask for details when booking.

Health & Safety

As the event organiser you are responsible for the health and safety of your group whilst at HWB Dinbych. During office hours we do have staff who are First Aiders in the building, however, if your booking is outside office hours (evenings/weekends) this would be your responsibility.

Invoice Terms and conditions

- a) All forms must be provided with an invoice address.

Could you cancel my booking?

We may only cancel if:

- a) Any part of HWB is closed or unavailable due to circumstances beyond our control.
- b) HWB reserves the right to withdraw services if you have previously been found to have misused the facility.

Booking process

1. Complete and return booking form to hwb@hwbdinbych.org
2. **Booking form will be returned to you and will include total cost of room hire. This will be your confirmation of the booking.**
3. Grŵp Cynefin will forward an invoice after the event. Separate payment terms and conditions are detailed on the invoice.

***Please note your booking will not be guaranteed until we receive your booking form.**