**North Wales Wildlife Trust**

**Llys Garth meeting room**

Please review the charges and T&Cs below. If you wish to proceed with a booking, please complete the form overleaf and return to graeme.cotterill@northwaleswildlifetrust.org.uk – we will respond to requests as soon as possible.

Please pay particular attention to payment conditions, cancellation charges and parking arrangements (i.e. NOT at Llys Garth) prior to making a booking.

**Hire charges**

(price in brackets is a discounted rate for voluntary organisations)

Full day (9:00-17:00): £100 (£90)

Half day (9:00-13:00 or 13:00-17:00): £65 (£55)

Evening (usually 18:00-21:30, see below): £70 (£60)

Evening bookings are by special arrangement only. If you request an evening booking, it may take longer than normal to confirm availability.

**Additional services**

Tele-conference facilities: POA

Photocopying: 10p/side (black and white); 20p/side (colour)

**Kitchen**

The small, shared Llys Garth kitchen and its facilities (fridge, kettle, microwave, glasses, mugs, crockery, cutlery, cafetières, insulated flasks, jugs) is available for use without additional charge, but please bring all your own food and drink and note the requirement to clean up afterwards. North Wales Wildlife Trust *may* be able to provide tea, coffee and simple refreshments at additional cost – please make enquiries when booking, but note that such requests may take longer than normal to confirm.

**Terms and Conditions**

1. Bookings will only be deemed to be accepted after confirmation in writing or by email has been sent to the organiser of the event.
2. The organiser will be responsible for ensuring the accuracy of the terms of the booking and that all information is communicated to North Wales Wildlife Trust in a timely manner.
3. The approximate number of delegates must be confirmed at the time of booking. The relevant maximums shown on the booking form must not be exceeded.
4. Access to North Wales Wildlife Trust’s premises will be at the time(s) booked only.
5. Smoking is not allowed anywhere on the premises of North Wales Wildlife Trust.
6. The price of the service shall be the price quoted to the organiser by North Wales Wildlife Trust at the time of booking and as confirmed in writing. Unless otherwise agreed, all quotations will be valid for twenty-eight days from the date of quotation.
7. The organiser of the event will be responsible for washing up crockery at the end of the meeting and leaving the room and kitchen in the same clean and tidy condition that they were found.
8. North Wales Wildlife Trust will invoice the organiser for all charges directly after confirmation of booking. The organiser will pay North Wales Wildlife Trust’s invoice within twenty-eight days of the date of the invoice. Payment of the invoice may be made by BACS (sort code: 40-09-03 / account number: 50614742) or a cheque drawn on a UK bank payable to “North Wales Wildlife Trust”.
9. If the organiser fails to make payment by the due date then procedures for collection of the debt will be started.
10. In the event of a cancellation, the following charges apply:
	1. One calendar month or more before the event: no charge
	2. Less than one calendar month but more than two weeks before the event: 50% of the total fee
	3. Less than two weeks but more than one week before the event: 75% of the total fee
	4. One week or less before the event: 100% of the total fee.
11. North Wales Wildlife Trust reserves the right to refuse a booking without giving a reason.
12. North Wales Wildlife Trust does not accept any responsibility or liability for the loss or damage to articles left on its premises and grounds and accepts no responsibility for personal injury to delegates, visitors or guests whilst on or in North Wales Wildlife Trust’s property unless caused by the acts or omissions of North Wales Wildlife Trust’s staff.
13. The organiser shall be liable for any damage caused to North Wales Wildlife Trust’s property, contents or grounds by its delegates, agents or employees and shall reimburse to North Wales Wildlife Trust upon demand all costs incurred as a result of any such damage, expenses and losses.
14. The organiser and all attendees will sign into the North Wales Wildlife Trust’s visitors book on arrival. The organiser will ensure that all delegates acquaint themselves with the fire evacuation procedures adhered to by North Wales Wildlife Trust. After any emergency evacuation, the organiser shall hold a roll-call to ascertain if all delegates are present and provide the North Wales Wildlife Trust Fire Warden with the names of any missing delegates.
15. If any of the delegates have special needs, please contact us prior to the date in order for us to assess our ability to accommodate these needs.
16. Organisers and all attendees are expected to use on-street parking or public parking facilities.
17. No terms of this contract will be varied without North Wales Wildlife Trust’s written agreement.

**Booking form**

|  |
| --- |
| **Organisation booking details** |
| Contact name |  |
| Company name |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Voluntary organisation? | Yes / No[*delete as applicable*]  |

|  |
| --- |
| **Room requirements** |
| Date required |  |
| Times required |  |
| Purpose of meeting |  |
| Number of delegates |  |
| Seating / tables | Boardroom(max. 16 people) / Theatre (max. 25 people)[*delete as applicable*] |
| Equipment  | Teleconference / HD projector (HDMI connection) / Flipchart and pens[*delete as applicable*] |
| Meet-and-greet service requests | [*please be as detailed as possible, and note that we may not be able to fulfil these*] |
| Refreshment requests | [*please be as detailed as possible, and note that we may not be able to fulfil these*] |

|  |
| --- |
| **Signature**By signing this form you are agreeing to our terms and conditions as detailed in this document. |
| Signed: | Date:  |