

# The Barn at Brynich

Brecon, Powys LD3 7SH

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## Meeting / Course Booking Form

Please ensure you speak to a member of Brynich staff to check availability prior to completion of this booking form. Terms & conditions can be found overleaf.

Date: / /	Arrival / Departure Time:__:__: to __:__:	Setup access time:__:__:
Group or Company Name:		Your Order No.:
Total number of people attending (including trainers / facilitators):		(Minimum of 10 in total)
Contact Name & Address:		
E-mail:		
Telephone:		Mobile:
Purpose for which you require the Barn:		
Seating arrangement/layout:		
<b>Equipment needed</b> (Please tick)		
<input type="checkbox"/> Digital Projector	<input type="checkbox"/> Projector screen	<input type="checkbox"/> Photocopier (10p per A4 sheet)
<input type="checkbox"/> WiFi/internet	<input type="checkbox"/> Stationary pack	<input type="checkbox"/> Scanning (10p per A4 sheet)
<input type="checkbox"/> Amplified system for video / presentation	<input type="checkbox"/> Microphone	<input type="checkbox"/> FaX (15p per A4 sheet)
<input type="checkbox"/> Flipchart		
<b>Package:</b> Please indicate which package you require.	Agreed Rate (£PP)	<b>Catering:</b> Please note tea/coffee and water are supplied within our delegate rate
Breakfast	£10.00	Time of arrival tea/coffee : :
Half day without food	£10.00	Time of mid Morning tea/coffee : :
Half day with food	£15.00	Time of Lunch : :
Full day with food	£18.00	Time of afternoon tea/coffee : :
Budget	£15.00	Dietary requirements:
<b>Please note that due to a large increase in bank charges we will have to charge 2.5% for all credit card transactions. Payment by cheque, cash or debit card will not be charged.</b>		
Name, Address & E-Mail Address for invoice (In an attempt to reduce paper we try to communicate electronically, where possible):		
Notes:		
How did you hear about us? Please specify?		
I.....(Print name) would like to book an event at The Barn at Brynich and agree to the following terms and conditions.		
Signed..... Date.....		

**FOR OFFICE USE ONLY**

	INV	AMOUNT	DATE	TYPE
Deposit				
Final Invoice				

## The Barn at Brynich

### **Terms & conditions of contract relevant to conferences, meetings & training (herein after referred to as 'the event').**

Before completing our booking form please telephone us to make sure we can accept a booking for the date and time of your event.

If you wish, Brynich staff will be pleased to meet you to discuss your arrangements. Please complete the booking form showing any special arrangements and return it with your deposit cheque of 20% made payable to 'Brynich Leisure'.

**Please note that due to a large increase in bank charges we will have to charge 2.5% for all credit card transactions. Payment by BACs transfer, cheque, cash or debit card will not be charged.**

Payment of balance: We will invoice you for the balance of your bill following your event. Your balance can be paid by BACs transfer, in cash, cheque or by credit card beforehand or on the day.

Please telephone us to confirm numbers and menu choices as soon as possible. If you want to change your booking, please telephone us and confirm any alterations in writing. Changes are only considered definite once received in writing. Any changes to numbers or food choices within 7 days may result in you being charged for the original numbers. If the numbers to be catered for should fall below the minimum on which our prices are based we reserve the right to charge for the number originally agreed at the time of booking.

#### **Cancellations & alterations by the client**

We will always do our best to keep cancellation charges to a minimum but reserve the right to apply the following maximum charges.

##### Total cancellation:

- The deposit is non-refundable.

Period of notice given (counting the day of your event as 0 days)

Partial cancellation: includes reductions in the numbers to be catered for and changes to menus etc:

- With more than 14 days notice you will not be charged for the original number of delegates.
- Within one week of your event we reserve the right to charge you for the original number of delegates booked for.

#### **Price Guarantee**

The management wishes to point out that, whilst every effort will be made to maintain the current prices they may be subject to alteration.

#### **Use of the premises**

1. Brynich Leisure has statutory obligations which are incumbent upon The Barn relating to Liquor Licensing, Fire Regulations, Health & Safety and others. It is therefore the obligation of the clients and their guests to comply with these requirements and to follow directions by staff at The Barn in relation to these obligations.
2. Consumables (e.g. food and beverages) must be as supplied only by The Barn unless otherwise previously agreed.
3. Clients and their guests shall not act in an improper disorderly manner. They shall also leave promptly at the appropriate time and comply with reasonable demands of the staff. If your guests do not leave promptly you may be charged an additional hourly staffing rate.
4. Any damage caused during the course of the event will be charged and be payable as part of the final payment.

#### **Cancellation by Brynich Leisure**

The event may be cancelled by Brynich Leisure should any of the following circumstances occur.

1. The Barn or any part of it is closed due to circumstances beyond the control of Brynich Leisure. In the event of cancellation for this reason, Brynich Leisure will refund any advance payments subject to costs and therefore absolve themselves from any future liability.
2. The insolvency of the clients. In this instance Brynich Leisure will not refund any advance payments.
3. Failure to pay deposits and instalments as required will result in the cancellation of the contract. In this instance Brynich Leisure will not refund any advance payments.
4. Any other circumstances which, in the sole opinion of Brynich Leisure, would lead to the reputation of The Barn being damaged or damage being caused to the property. In the event of cancellation for this reason, Brynich Leisure will refund any advance payments subject to costs, and therefore absolve themselves from any future liability.

In all instances cancellations must be made in writing and will be effective on the date it is received by Brynich Leisure.

**General**

1. The client shall be liable for any loss or damage to the property of Brynich Leisure, its patrons or any item within all buildings and grounds.
2. Brynich Leisure will take all reasonable steps to fulfil its obligation in respect of any event, to the best of its ability and in accordance with the details provided, but it reserves the right to provide alternative services of at least the equivalent standard and at no additional cost to the client.
3. Notwithstanding the above terms and conditions, Brynich Leisure will not be liable for any failure to perform its obligations to the client in whole or in part as a result of any of the following circumstances:
  - (a) Strikes or industrial action
  - (b) Flood
  - (c) Act of God
  - (d) Fire
  - (e) Civil commotion
  - (f) Failure of service
4. Brynich Leisure reserves the right to add any new or additional tax imposed by lawful authority, which was not known at the time the contract was made.