**ROOM BOOKING, PENGLOYN, ABERAERON – Maximum of 25 people per room**

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| --- | --- |
| Name of organisation booking room |  |
| Purchase Order Number for invoice  |  |
| Contact name and position |  |
| Address & Postcode |  |
| Phone number/s One of these must be the contact number for the day of hire |  |
| Email address |  |
| **Date/s of booking :**  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Room/s required | Please tick | Start time | End time |
| Meeting Room 1 **T1** |  |  |  |
| Meeting / Sofa Room **T2** |  |  |  |
| Kitchen |  |  |  |
| Studio meeting room  |  |  |  |
| DIY workshop |  |  |  |
| Meeting room upstairs **- £10 per hour** |  |  |  |

 |
| Cost per training roomTea and Coffee providedBring own biscuits | Morning (£40) Afternoon (£40) All day (£75) Evening (£40) Or £20 per hour . Number of hours = Total  |
| Please indicate the time you will arrive – if an evening or weekend booking you may need to arrange to collect a key prior to the booking (deposit required, see information on room bookings). Closing the building after use is the responsibility of the hirer |
| **HIRE OF EQUIPMENT** - Projector and screen (bring own laptop (£5) Flip chart (£1.50)  |

**NUMBERS ATTENDING AND LAYOUT OF ROOM/S –**

Please indicate below how many chairs to put out and how you would like the chairs and tables to be organised – provide a diagram if that would help

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|  |
| Please note: RAY Ceredigion does not have a TV Licence therefore no live TV programmes, or downloaded TV programmes on eg iplayer cannot be viewed on these premises  |

**CRÈCHE PROVISION – YES/ NO** RAY Ceredigion is registered with CIW to provide on-site crèches

**CONTACT DETAILS FOR INVOICE -** if different from above

|  |  |
| --- | --- |
| Contact name |  |
| Email Address(or address & postcode if no email available) |  |

Office use only

RAY Invoice Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Invoice Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_