



Parc Busnes Aberarad
Castellnewydd Emlyn
Sir Gaerfyrddin
SA38 9DB

Aberarad Business Park
Newcastle Emlyn
Carmarthenshire
SA38 9DB

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Ffacs/Fax: 01239 710358

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Gwefan /Web Site: www.anturteifi.org.uk

CLIENT COMPANY DETAILS

Enw / Name :	Enw Cwmni / Company Name :
Cyfeiriad/Address :	
Côd Post / Post Code:	
Rhif Ffôn / Tel No:	E-Bost / E-Mail:

MANYLION SESIWN / SESSION DETAILS

Teitl y Sesiwn / Session Title:	Dyddiad y Sesiwn / Session Date :
Ystafell / Room : Please ✓ (Tick)	
Ystafell Gynhadledd/ Conference Room <input type="checkbox"/>	Ystafell Gyfarfod/ Meeting Room <input type="checkbox"/>
	Uned(au) Symudol TeleCabana / Mobile TeleCabana Unit(s) <input type="checkbox"/>
Mwyafrif Nifer / Max Numbers : <input type="checkbox"/>	<input type="checkbox"/>
Bore / Morning (8:30 - 12:30) <input type="checkbox"/>	Prynhawn / Afternoon (13:30-17:30) <input type="checkbox"/>
Hwyr / Evening (18:00 - 21:30) <input type="checkbox"/>	Please ✓ (Tick)
Please use the 24 hour clock	
Amser Dechrau / Start Time :	Amser Gorffen / Finish Time :

Cyfleusterau a Gwasanaethau Ychwanegol / Facilities and other Services ✓ (Tick)

Sgrin Taflunydd / Projection Screen	Siart Fflip / Flip Chart	O.H.P.	Technegydd wrth law / Technician on Call	Taflunydd Sleidiau / Slide Projector
Offer Cyfieithu / Translation Facility	Bwrdd Glanhau Sych / Dry Wipe Board	Ffôn Fidio / Video Phone	Nifer o Gyfrifiaduron / Nº. of Computers	Meddalwedd Powerpoint Software

Lluniaeth / Refreshments

Please ✓ (Tick)	<i>Wrth gyrraedd / On arrival Amser/Time</i>	<i>Bore / Morning: Amser/Time</i>	<i>Gyda'r Bwffe / With Buffet Amser/Time</i>	<i>Prynhawn / Afternoon: Amser/Time</i>	<i>Hwyr / Evening : Amser/Time</i>
<i>Te Tea</i>					
<i>Coffi Coffee</i>					
<i>Dŵr Water</i>					

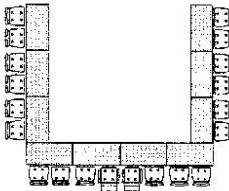
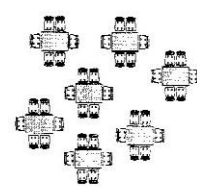
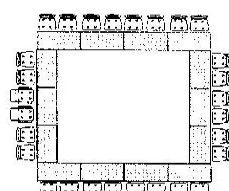
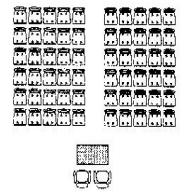
Gofynion Bwffe / Buffet Requirements (See options)

<i>Amser/Time</i>	<i>Prydau Safonol / Standard Meals Nifer / N^o.</i>	<i>Llysfwytawyr / Vegetarians Nifer / N^o.</i>	<i>Vegan Nifer / N^o.</i>	<i>Anghenion arbennig / Special meal needs Nifer / N^o.</i>
<i>Nodwch fanylion bwydlen / Insert menu details</i>				

Manylion eraill / Other Details e.g.

<i>Rhif ffôn fidio / Video phone number</i>	
<i>Anghenion technegol / Any technical requirements</i>	

Cynllun yr Ystafell Gynhadledd / Conference Room Layout (excluding Telecabana Units)

<p>SIAP U <i>Hyd at 20 yn cymryd rhan</i></p> <p>U - SHAPED <i>Maximum 20 participants</i></p> 	<p>PATRWM YSTAFELL DDOSBARTH CLASSROOM STYLE</p> 	<p>SGWAR GWAG HOLLOW SQUARE</p> 	<p>PATRWM THEATR THEATRE STYLE</p> 
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✓ (Tick)

✓ (Tick)

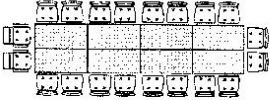
✓ (Tick)

✓ (Tick)

Arall / Other (Please insert sketch)

PATRWM YSTAFELL BWRDD HIR
Hyd at 20 yn cymryd rhan

LONG BOARD ROOM STYLE
Maximum 20 participants



FRONT

✓ (Tick)

Enw'r Cwsmer / Customer Name: (Print):

Llofnod / Signature:

Dyddiad / Date:

At ddefnydd Swyddfa / Office Use:

Cadarnhad Cwsmer / Customer Confirmation

Rhif Archeb / PO number for Room booking:

Bwffe / Buffet:

Cyfeirnod y Drefn / System Booking Reference:

Archwiliwyd Gan / Booking Checked By:

Danfonwyd cadarnhad drwy / Confirmation sent by:

Post Ebostr / Email Ffacs / Fax ar / on: / / 2006

Please ✓ (Tick)



Terms & Conditions of Antur Teifi Room Hire

Provisional Booking

A provisional booking will be held for four weeks from date of enquiry, after which time it would have to be confirmed, or the placement would be offered elsewhere.

Cancellation Charges

Within 7 – 10 working days prior to the event, 50% of total booking value.

Within 0 – 5 working days prior to the event, 100% of total booking value.

Non-attendance without notification, 100% of total booking value.

Antur Teifi can only cancel a booking if:

- Any events beyond the control of Antur Teifi affect the premises.
- The booking or persons involved in the booking may affect the reputation of the company.

In the unlikely event that Antur Teifi have to cancel your booking, you will receive back any payment already made.

Catering

If a buffet has been asked for prior to an event and the customer wishes to decrease the number of delegates, Antur Teifi would have to be informed of this up to two days prior to the event. These changes would then be made free of charge. If this is not the case the original amount will be charged for.

Customer Insurance

Antur Teifi shall not be held liable for any personal injury caused by customer neglect, incurred whilst on the premises. Antur Teifi cannot except any responsibility or liability for loss or damage to any property belonging to the Customer, their delegates or guests.

Damage

We regret that the Customer will be held responsible for any damage caused to allocated furnishings, equipment or other Antur Teifi property. The customer shall pay the cost required to make good or remedy any such damage.