

The Barn at Brynich

Brecon, Powys, LD3 7SH, tel: 01874 623480, email: admin@brynich.co.uk

Meeting & conference booking form

Please confirm availability by phone or email before sending your booking form

Name of company /group: _____ Contact person: _____

Contact email: _____ Telephone: _____

Invoice email: _____ Order no. if applicable: _____

Name & Address for Invoice: _____

Arrival time for set-up: _____

Hire date: Number of delegates (Incl. Facilitator): *Min 10 delegates*

Room Hire (Payable for all bookings)	VAT Exempt	Please tick	If eating	Food Option (All options are available for any time slot.)	Excl. VAT	Please tick your choice	Bar open
Breakfast (7:30 - 9:00am)	£ 30		Food on arrival	Bacon rolls	£3 x per delegate		
Morning (9:30 - 12:30pm)	£ 50		Food 12noon	Soup & Crusty bread	£4 x per delegate		
Afternoon (1:00 - 4:00pm)	£ 50		Food on arrival	Sandwich buffet	£6 x per delegate		
Full day (9:30 - 4:00pm)	£ 90		Food at 12:30pm	Speciality buffet	£9 x per delegate		
Evening (6pm - 9pm)	£ 50		Food on arrival	Tea, coffee & biscuits Please state number of breaks required	£2 x per delegate		
<i>Additional time can be added to booked slots at a rate of £10 per hour</i>							
				Hire charge:			
				Food option x number of delegates:			
				Tea & coffee x number of delegates:			
				Additional charges:			
				Total:			

VAT will be added to your final invoice where necessary.

Charity groups will be given 5 % discount of the hire cost. Please provide registered charity number if this applies to you: _____

Dietary requirements & Allergy information: Please be as specific as possible: _____

Table layouts: Please tick

Theatre Boardroom Classroom Other (please draw

Circle equipment required: Flip chart & pens ; Projector; Screen ;

Photocopier (20p sheet)

I confirm that I have read the T&Cs for The Barn at Brynich :

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'. A deposit can also be made by card or BACS. Please use the date of your booking and the word "Meeting" as a reference for the payment if using BACS.

Brynich Leisure, Account No.: 51228412, Sort: 40-13-20

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.

Covid-19

- Where your meeting is prevented from going ahead due to restrictions related to Covid-19 we will endeavour to postpone your meeting without you incurring the loss of the full deposit paid. We do reserve the right to retain part of the deposit in the event that an outright cancellation related to Covid-19 restrictions occurs.

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.

Please note that we do not pay commission to booking agencies.

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 insolvency of the clients. In this instance Brynich Leisure will not refund any advance payments.
2. 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.
3. 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

(g) Pandemic

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.