

# Venue in the Park - Booking Form



**Completed form to be returned minimum 3 weeks before event.**  
Completed form to be returned to [venueinthepark@groundworknorthwales.org.uk](mailto:venueinthepark@groundworknorthwales.org.uk)

Name of organisation		
Address		
Contact name		
Telephone		Email

Date of hire			
Times of hire, 09.00-16.30hrs <i>(Times outside of these hours will incur a £25 surcharge)</i>			
Nature of event		Numbers attending	
Purchase order no. <i>(if applicable)</i>			

## Room layout required

Horseshoe		Theatre		Boardroom		Cabaret	
Classroom		Other*		Details*			

## Further requirements (charges apply)

Flipchart		Projector & screen		Laptop, projector & screen	
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## Refreshments (for food options & prices please see separate sheet)

Tea/Coffee	Biscuits	Food option	Number of people	Time Required

**On site catering is provided by Caffi Cyfle at the Conference Centre. Clients are not permitted to bring their own food and drink onto the premises for consumption.**

**Bookings will incur a surcharge of £25+VAT if food/drink items are brought in for consumption from outside of our café.**

Thank you for your support. We would like to keep you updated and informed about future events, activities, projects and volunteering via email. Your privacy is important to us and your details will only be used by Groundwork North Wales and partner organisations. We will keep your details secure and never sell them to a third party or use them for marketing communications that you have not agreed to receive. If you change your mind at any time about whether to receive information from us, please let us know via [info@groundworknorthwales.org.uk](mailto:info@groundworknorthwales.org.uk). Please see our Privacy Policy on our website for more information about how we look after your personal information [groundworknorthwales.org.uk](http://groundworknorthwales.org.uk)

Tick to join mailing list