



EVENT BOOKING FORM

Name of Organisation	
Date:	
Time(s): *	
No. of Attendees:	
<b>Details:</b>	
Chosen Event Area(s):*	
Number of attendees	
Tea, Coffee & Biscuits	£2.00 per person per session
External Catering Special Requirements:	Prices on request

**\* AREA/SPACE, PRICE LIST and TIME SLOTS**

<b>All Areas</b>	<b>£300.00</b>	Full Day (9am – 5pm)		
<b>Event Space</b>	£100.00	Half Day (9am – 1pm or 1pm – 5pm)	£200.00	All Day
<b>Formal Room</b>	£70.00	Half Day (9am – 1pm or 1pm – 5pm)	£100.00	All Day
<b>Zen Den</b>	£50.00	Half Day (9am – 1pm or 1pm – 5pm)	£80.00	All Day
<b>Creative Space</b>	£40.00	Half Day (9am – 1pm or 1pm – 5pm)	£70.00	All Day

For details of number on delegates and set up style for the spaces, please see attached.

**To confirm your booking please complete the following:**

Name \_\_\_\_\_ Organisation: \_\_\_\_\_

Address for invoice: \_\_\_\_\_

Contact Tel no: \_\_\_\_\_ Contact mobile no: \_\_\_\_\_

Contact email: \_\_\_\_\_

Please sign and return to Chwarae Teg to confirm your booking:

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: **Chwarae Teg, Anchor Court, Keen Road, Cardiff, CF24 5JW**  
Or email [eve.jones@chwaraeteg.com](mailto:eve.jones@chwaraeteg.com)

**Terms and conditions apply.**

## Themed rooms/space

**The Event Space** - holds up to **25 people** seated. Variable formats available.



This highly flexible space and can be used in number of ways;

- Presentations
- Workshops using folding trellis tables
- Informal meetings using 3 giant bean bags
- Creative meeting space using a white board
- Team meetings

**Formal Room** - holds up to **8 people**

As its name suggests this is a room that can be used for the more classic and formal style of meetings. It has a large oval table with 8 chairs. It has windows which allow lots of natural light in.



**The Zen Den** – holds up to **6 people**

This is dedicated room themed as a garden with AstroTurf on the floor and green bamboo wallpaper on the walls. Behind the closed door is a space where you can relax in a calm and tranquil environment.

It has floor cushions and a rocking lounge and rattan table and chairs.



**The Creative space** - holds up to **6 people**.

This is an open space which has a round table and 6 chairs. Also, there a table football, board games and activities.



## Terms and Conditions

- This proposal constitutes an offer intended to be legally binding and is made subject to the company's terms and conditions.
- All prices quoted are exclusive of Value Added Tax, currently at a rate of 20%
- The contents and descriptions contained within this proposal are for estimate purposes and may be subject to change.

## Definitions

- "Client" means any individual, firm or body corporate which makes a booking with Chwarae Teg.
- "Event" means the event or events the subject of the event booking form.
- "Fee" means the fee payable by the client to Chwarae Teg for the Event as stated above.
- "Company" means Fair Play (Workforce) Limited.
- "Chwarae Teg" means the charity trading name of the company.

## General

- All quotations made and bookings accepted are made subject to the following terms and conditions and no addition or variation of such terms and conditions shall be binding unless agreed by Chwarae Teg in writing. For removal of any doubt, the placing of a booking with Chwarae Teg shall constitute unqualified acceptance of such terms and conditions.

## Terms and conditions of the booking

1. Bookings are only secured on receipt of a signed event booking form and payment of the deposit referred to in condition 2 below.
2. A non-refundable deposit (payable by cheque) equal to 30% of the fee shall be paid by the Client to Chwarae Teg upon signature of the event booking form.
3. The remainder of the fee is due within 1 month of the Event date.
4. In no circumstances will the deposit be refunded.
5. Cancellation of Event date with no catering arrangements we requires 48 hours' notice or full payment is due.
6. Cancellation of Event date with catering arrangements we requires 72 hours' notice is required before the Event date or full payment is due.
7. Chwarae Teg reserves the right to cancel or suspend the provision of the agreed facilities and services if:
  - The payment dates are not adhered to;
  - The client, being a company, has had a winding up petition presented against it, has entered into administration, receivership, liquidation or an arrangement with its creditors;
  - The client, being an individual, has had a bankruptcy petition against it, has become bankrupt, insolvent or entered into an arrangement with its creditors;
  - A main supplier for the Event cancels the provision of its services for any reason, not including default of Chwarae Teg.
8. Chwarae Teg does not accept responsibility for any injury to Clients and their guests sustained whilst attending the event, nor does Chwarae Teg accept responsibility of the loss or damage of personal property belonging to Clients and their guests.
9. The Client may only increase the attendance numbers with the express written consent of Chwarae Teg and conditional upon the immediate payment to Chwarae Teg of the increase in costs in relation to the increase in attendance numbers. The increased in costs will be discussed with the Client prior to confirmation of the increase.

10. The Client shall be liable for any costs incurred in repairing any damage to the premises or contents provided for at the Event, including glass or furniture breakages, caused by the Client or its employees or guests.
11. Chwarae Teg has full public liability insurance; however personal accident insurance is not included. Clients requiring this cover should contact their own insurers well in advance.
12. Whilst every effort will be made to ensure the provision of the facilities detailed, Chwarae Teg cannot be held responsible for shortcomings or conditions, which may affect the Event and are outside their control. E.g. weather, acts of terrorism, fire etc.
13. Chwarae Teg and its subcontractors cannot be responsible for any non-fulfillment of this contact by either party, but please be assured that this engagement has been taken in good faith and every reasonable safeguard will be applied.
14. No provision of these terms and conditions or of the event booking form is enforceable by virtue of the Contracts (Rights of Third Parties Act) 1999 by any party other than Chwarae Teg or the Client.
15. These terms and conditions are governed by and subject to the exclusive jurisdiction of the courts of England and Wales.