



Canolfan y
Mynydd Du
Black Mountain
Centre

Conference and meeting room hire booking form

Situated in Brynaman, at the gateway of the breathtaking Black Mountain of Carmarthenshire, the Black Mountain Centre can offer a range of technical resources, rooms and catering amenities for organisations and businesses that wish to use our venue for meetings, training and conferences.

Before completing this form, we recommend that you make a provisional booking by telephone – call the Centre on 01269 823400. Please return this form at least 10 working days prior to the event. All of our facilities have disabled access.

Client details

Name of hiring organisation:

Contact name for booking:

Email:

Address of hiring organisation:

Telephone:

Extension or direct line for booking contact:

Mobile:

Fax:

Name and contact details of trainer if different to person making the booking:

Name, address, telephone of contact for invoicing if different to person making booking:

Room required (please tick appropriate box)

These prices are day time rates. Evening & weekend rates differ.

Room no		Room type	Capacity	Hourly	Half day	Full day
1	<input type="checkbox"/>	Meeting room/IT Suite (GF)	up to 50	<input type="checkbox"/> £14.00	<input type="checkbox"/> £52.00	<input type="checkbox"/> £100.00
2	<input type="checkbox"/>	Multi purpose room (GF)	up to 50	<input type="checkbox"/> £14.00	<input type="checkbox"/> £52.00	<input type="checkbox"/> £100.00
3	<input type="checkbox"/>	Small meeting room (GF)	up to 8	<input type="checkbox"/> £12.00	<input type="checkbox"/> £44.00	<input type="checkbox"/> £84.00
4	<input type="checkbox"/>	Studio / Conference (GF)	up to 60	<input type="checkbox"/> £14.00	<input type="checkbox"/> £52.00	<input type="checkbox"/> £100.00
Library	<input type="checkbox"/>	Library/IT suite (GF)	up to 11	<input type="checkbox"/> £12.00	<input type="checkbox"/> £44.00	<input type="checkbox"/> £84.00

Concessionary prices available for voluntary organisations.

Half day: 9am to 1pm or 1pm to 5pm

Full day: 9am to 5pm

Start Date:	End Date:	Start time:	Finishing time:
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Room layout required:

Board Theatre Cabaret Horseshoe

Technical or additional resources (tick as appropriate):

All of our room hire prices include the use of single laptop, data projector, white board.

Flip charts, OHP, TV/DVD, PA system, translation equipment, use of multiple computers in IT suite can be provided at additional cost. Please note next to box if more than one unit of the following is required.

Included in room hire: Single laptop White board

Additional cost: OHP & screen (£20) PA system (£30)
 Flip chart (£5) Use of multiple computers available in the IT suite
(usually required for training purposes – price available on request)

Catering (tick as appropriate):

Catering required Catering not required

If you do require catering for your meeting or event, please choose from our attached menus and complete the catering booking form. All catering requirements and numbers **MUST** be confirmed 10 days before the event.

Monitoring Information:

Due to funding purposes, we need to record certain information about our users. It would be helpful if you could please tick the boxes that most clearly represent your main user groups.

Business Voluntary sector Public sector Education
 Tourism Heritage & culture Health & wellbeing Special interest
 Other

Total cost for use of room(s) and equipment: £

I agree to the Black Mountain Centre's terms and conditions for the hire of rooms and equipment.

Signature: x Date: x

Please return this completed form to the address below or you can email it to: enquiries@black-mountain.org

Heol Cwmgarw
Brynaman
Rhydaman | Ammanford T: 01269 823400
Sir Gâr | Carmarthenshire E: enquiries@black-mountain.org.uk
SA18 1BU W: black-mountain.org