

CRAFLWYN CENTRE – BUSINESS BOOKING FORM

Name Position

Address

..... Postcode.....

Phone: E mail:

I would like to book (please tick):

- Meeting/Dining Room (Hall) Craflwyn Hall Accommodation (sleeps 14)
 All ground floor rooms (Hall) Bunkhouse Accommodation (sleeps 12)
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From: To: No of Nights:

Approximate arrival time:

Number in Party: Anticipated number of vehicles:

Do you require teas & coffees? Yes No

Do you require catering? Yes No

If 'Yes' please indicate budget and, if known, number of special diets including vegetarians

.....
Do you require bed linen (£8.50 p/p)? Yes No How many sets?

Do you have any other requirements?(digital projector/flipchart/delegates with disabilities/conservation work etc)

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How would you like the room set out?

Please give details of exactly when meals/refreshments etc are required
(or attach agenda):

Where did you hear about Craflwyn?.....

I have read the Booking Terms & Conditions and understand that on receipt of the booking form I will be invoiced for 1/3rd of the cost of the booking. This deposit is non refundable, full cancellation terms are in the Booking Terms and Conditions.

Signed

Please return this form to: The National Trust, Craflwyn, Beddgelert, Caernarfon, Gwynedd LL55 4NG.

The National Trust collects and processes personal information for the purposes of customer analysis and direct marketing so that we can contact you about our conservation, membership, fundraising and other activities. Please tick this box if you would prefer not to hear from the National Trust in this way.

I am happy to be contacted by the National Trust by email and email newsletters about conservation, membership, fundraising and other activities.

Booking Terms & Conditions

The National Trust reserves the right to changes prices without notice. Firm costs will be stated at the time of booking.

Provisional bookings can be made by telephoning our office. A provisional booking will be held for 10 days, within which time we should be in receipt of your booking form, we will invoice you for one third of the full cost of your booking as a non-returnable deposit. We will confirm the booking on receipt of the booking form and you will be liable for the deposit which will be invoiced separately.

Payment can be made by credit or debit card, or by cheque payable to 'The National Trust'.

The balance of account should be received at the booking office 10 weeks before the date of arrival. Bookings made within 10 weeks of arrival should be paid in full. The National Trust reserves the right to reallocate dates if the balance is not received 10 weeks before the date of arrival.

For school/college groups only: the balance of account is payable on receipt of the invoice which will be sent following the visit.

Cancellations will incur fees as follows:

More than 10 weeks	Full deposit
Within 10 weeks	75% of the full cost
Day of arrival	Full cost

You are advised to take out cancellation insurance.

Damage Deposit: A deposit against damage is requested prior to your arrival, this will be returned to you within 7 days of leaving Craflwyn subject to no damage being found.

Insurance: The National Trust holds standard Public Liability Insurance, details of which are available on request. Independent specialist instructors and tutors will hold their own insurance as appropriate. We recommend that you take out independent insurance. It should be noted that you are not insured for personal injury, damage or theft of private property while at Craflwyn.