

BOOKING FORM

ARRIVING ON: DEPARTING ON:

GROUP DETAILS:

Group Name: Contact Name:

Address:

..... Post Code:

Telephone: E-Mail Address:

Number of guests with special needs: Carers: Total in group:

Hoists are available at the Centre for trained personnel only. Please inform us if you require the use of the Track Hoist in the Bathroom and the Portable Hoist so we can have them ready prior to your stay.

DO NOT USE THE HOISTS UNLESS TRAINED TO DO SO.

By signing this booking for you confirm that you understand that any use of the hoists is at your own risk. The Ty Glyn Davis Trust undertakes to have the hoists visually checked every 6 months and serviced annually to ensure safe operation.

Please inform us if you will require any special clinical waste disposal arranged for either during or after your stay.

- | | |
|---|----------|
| ◦ USE OF OVERHEAD TRACK HOIST IN BATHROOM | YES / NO |
| ◦ USE OF PORTABLE HOIST | YES / NO |
| ◦ USE OF ELECTRIC BED | YES / NO |
| ◦ CLINICAL WASTE DISPOSAL NEEDED | YES / NO |

We wish to bring our own duvet covers, sheets and pillowcases.	Please tick <input type="checkbox"/>
We wish to hire sets of single bed linen @ £7.00 per set.	<input type="checkbox"/>
We wish to hire sets of double bed linen @ £8.00 per set.	<input type="checkbox"/>

Hire of Centre	£
Extra Persons Surcharge	£
Linen Hire	£
Total Cost of Holiday	£
20% Deposit Enclosed	£

A 20% deposit is required to secure your booking.

Please ensure that you enclose a cheque for the amount, or if you wish you can pay via direct back transfer.

For a direct bank transfer please email us for the details at, info@tyglyndavistrust.co.uk.

Please use the space below to note any other special requirements that your group may require:

.....

Please return the Booking Form to:

Ty Glyn Davis Trust, The Old Farmhouse, Esgairarth, Pennant, Llanon, Ceredigion, Wales SY23 5JL
Tel: 0345 094 4364

E-mail Address: info@tyglyndavistrust.co.uk

Website: www.tyglyndavistrust.co.uk

Your Stay

Guests are asked not to arrive any earlier than **1530 (3:30pm)**, and to depart no later than **1030 (10:30am)**. This is to ensure that we have enough time between groups to check and clean the centre.

Please respect and look after the centre, gardens and its surroundings during your visit.

This is a self-catering accommodation and as such, you should be aware that you are required to keep the centre and grounds in a clean and tidy condition during your stay, and for when you depart. If necessary the main contact or registered guest (the lead guest) booking the centre will need to stay behind to finish cleaning and checking around all the rooms. Any extra cleaning required to be done by the centre management will be charged at £15.00 per hour.

You are welcome to move tables and chairs around as needed but please ensure they are put back in their original place prior to your departure. Please **DO NOT** attempt to move the Snooker table as this is extremely heavy and hard to manoeuvre which could potentially lead to a serious injury.

Please report any faults or damages immediately to the centre management, the sooner we are aware of something the sooner we can resolve it.

We endeavour to keep the Centre safe and its equipment in good working order; but you do use the centre, grounds and any equipment at your own risk.

Damage to property

We reserve the right to charge individual guests, or the lead guest, for the cost of rectifying damage which has been caused by the deliberate, negligent or reckless acts of guests to the centre's property or structure.

If such damage is discovered during the stay it will be drawn to the guest's attention but if discovered after guests have departed then we reserve the right to send an invoice for the costs for payment to the registered address. We will however make every effort to rectify any damage internally prior to contracting specialists to make the repairs, and therefore will make every effort to keep any costs that guests would incur to a minimum.

Cancellation or Modification to Booking

In the event of cancellation no charge will be made with a minimum notice of 28 days prior to your stay. Within 14 days notice a 50% charge is made and less than 14 days notice the full amount will be charged. Cancellations must be made by email, please request an acknowledgment receipt to confirm this has been received.

Liability

The liability for guests for their account is not waived and guests agree to be held personally liable for any charges incurred during or after their stay. Due to the nature of the Centre, the lead guest is personally liable for any person, group, company or association that fails to pay all or part of such charges.

Due to the nature of the groups staying at the Ty Glyn Davis Trust Centre, guests are advised to have the relevant travel insurance in place in case of a change of circumstance that will result in them not being able to stay. It is also advisable to check that your travel insurance covers any liability costs if there is anyone in the group may potentially cause any damage.

I acknowledge that I have read and understand the above documentation and accept the conditions.

Print Name:

Please Sign: Date:

Please return the Booking Form to:

Ty Glyn Davis Trust, The Old Farmhouse, Esgairarth, Pennant, Llanon, Ceredigion, Wales SY23 5JL
Tel: 0345 094 4364

E-mail Address: info@tyglyndavistrust.co.uk

Website: www.tyglyndavistrust.co.uk