

# CRAIG Y DON COMMUNITY CENTRE BOOKING FORM

Please return to;

Craig Y Don Community Centre

Queens Road

Llandudno

LL30 1TE

Tel. 01492 871067

Email: [cyd.centre@btconnect.com](mailto:cyd.centre@btconnect.com)

Website: [www.craigydondoncommunitycentre.org.uk](http://www.craigydondoncommunitycentre.org.uk)

Name and address of user: .....

.....

.....

.....

Invoice address (if different to above).....

Telephone number: .....

Email Address: .....

Registered charity number (if applicable).....

## Areas required (please tick)

Main Hall (Capacity 180) \_\_\_\_\_ Arena Seating? \_\_\_\_\_ PA System? \_\_\_\_\_ Projector? \_\_\_\_\_  
Meeting Room 1 (Capacity 45) \_\_\_\_\_ (£10.00 Extra Charge for PA or Proj.)  
Meeting Room 2 (Capacity 36) \_\_\_\_\_  
Tennis Room (Capacity 20) \_\_\_\_\_  
Playgroup Room (Capacity 40) \_\_\_\_\_

Maximum capacity varies depending on room lay-out. If in doubt please enquire.

Date you would like to use centre: .....

.....

Please use Page 3 for multiple dates.

Times you would like to use centre: From: am / pm .....

(Please state your arrival & departure times)

To: am / pm.....

(10.00 pm latest)

Type of activity you are doing: .....

.....

## Terms and Conditions of Use

- Any letting is undertaken at the hirers own risk. Craig Y Don Community Centre is not responsible for any accidents or injuries incurred in or outside the agreed activity.
- Craig Y Don community Centre is not responsible for loss of or damage to, any personal possessions brought into the Centre.
- Provisional bookings may only be placed 30 days in advance and will only be held open for 48 hours.
- Emergency exits must be kept clear at all times.
- Users are requested to leave the Centre, Rooms & Kitchen as they find it.
- Users are requested to ensure they vacate the building by **10.00pm. A £10.00 per 30minutes or part thereof charge will be made for activities leaving after the 10.00pm deadline.**
- Craig Y Don Community Centre will charge the hirer for any damages caused to the building and/or its contents.
- Users are requested to check that all windows are closed before leaving the building.
- The named organiser is responsible for the room which must be used for the purpose stated.
- Payment for single bookings will be required before bookings are confirmed.
- Regular users will be invoiced at intervals to be agreed (monthly/per term).
- The use of the kitchen is on a **shared basis** with other hirers of the Community Centre. Please ensure your things are washed and put away ready for the next user.
- A **£5.00 fine** is levied for groups not washing and putting away crockery.
- **Users are advised to drop the catch on the inner door at the main entrance once all participants are present. It is the users responsibility to keep out anyone not in their group.**

(It must be remembered that this is Community Centre and people tend to drift in and out if the door is open.)

### Charges (These are for non commercial use and are under constant review)

	Morning	Afternoon	Evening	Weekend	
• Main Hall	£35.00	£35.00	£41.00	£61.00	Prices are per Session.
• Meeting Room 1	£26.00	£26.00	£32.00	£48.00	
• Meeting Room 2	£24.00	£24.00	£30.00	£45.00	
• Tennis Room	£19.00	£19.00	£21.00	£36.00	
• Playgroup Room	N/A	N/A	£30.00	£45.00	

Private Party bookings will be dealt with on a separate Booking Form and are priced separately.

### Agreement

I wish to book the Centre on the stated date(s) and times.

I have read and agree to all the terms / conditions set out above.

***Please Note our Cancellation Policy:-***

***Cancellation charges depend on the notice given. The following principles will apply. Up to one week full charge – two weeks 75% - three weeks 50% over and above 4 weeks no fee will be incurred.***

Private Party bookings will be dealt with on a separate Booking Form and are priced separately.

Signed: .....

Name in print: .....

Date: .....

**BLOCK BOOKING APPLICATION**

**Please note that all three pages of the application form should be returned!**

Jan. 20..	Dates.....
	Times.....
Feb. 20..	Dates.....
	Times.....
March 20..	Dates .....
	Times .....
April 20..	Dates .....
	Times .....
May 20..	Dates .....
	Times .....
June 20..	Dates .....
	Times .....
July 20..	Dates .....
	Times .....
Aug. 20..	Dates .....
	Times .....
Sept 20..	Dates .....
	Times .....
Oct 20..	Dates .....
	Times .....
Nov. 20..	Dates .....
	Times .....
Dec. 20..	Dates .....
	Times .....

**Please return this completed form to: Craig Y Don Sports and Community Centre,  
Queens Road, Craig Y Don, Llandudno LL30 1TE,**

**Tel 01492 871067**

**Email: [cyd.centre@btconnect.com](mailto:cyd.centre@btconnect.com)**

You are welcome to sketch or list your room lay-out in advance [here](#) so as to make your arrival easier.