



**BOOKING REQUEST FORM**

Please Return to: Craig Y Don Community Centre  
Queens Road, Llandudno, LL301TE  
Tel. 01492 871067 or Email: [cyd.centre@btconnect.com](mailto:cyd.centre@btconnect.com)  
[www.craigydondoncommunitycentre.org.uk](http://www.craigydondoncommunitycentre.org.uk)  
(April 2022 to April 2023)

**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 (Capacity180) \_\_\_\_\_ Arena Seating? \_\_\_\_\_ PA System?\_\_\_\_\_Projector?\_\_\_\_\_

Meeting Room 1 (Capacity 45) \_\_\_\_\_ (£11.00 Extra Charge for PA or Proj.)

Meeting Room 2 (Capacity 36) \_\_\_\_\_

Tennis Room (Capacity 20) \_\_\_\_\_

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

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

.....

**Please use Page 4 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 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, toilets & Kitchen as they find them.
- Evening users are requested to ensure they vacate the building no later than **10.00pm**.
- **A £10 per 30 minutes or part thereof charge will be made for groups leaving after the 10.00pm deadline.**
- Craig Y Don Community Centre will charge the hirer for any damages caused to the Building or its contents.
- Users are requested to check that all windows are closed and lights switched off 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.
- There will be a **£10 charge** levied for groups not washing and putting away crockery & cutlery.
- There will be a **£10 charge** if users do **NOT** remove all their waste from the Centre.

### **FOR EVENING AND WEEKEND BOOKINGS (when unstaffed)**

- **Users must drop the catch on the inner door at the main entrance once all participants are present. It is the user's responsibility to keep anyone out who is not in their group.**
  - **Users must not, at any time leave the building unlocked when vacating, Should your booking end before a staff member has returned, it is your responsibility to ensure all windows are closed, lights have been switched off and the catch has been released on the inner door to ensure the building is secure before leaving it.**
  - **Please remember, it is your responsibility!**

**Charges** (These are for non commercial use and are under constant review,  
Increases usually occur each April in-line with inflation)

	Morning	Afternoon	Evening	Weekend	
• Main Hall	£37.00	£37.00	£43.00	£63.00	Prices are per 4 hour session.
• Meeting Room 1	£28.00	£28.00	£34.00	£50.00	
• Meeting Room 2	£26.00	£26.00	£32.00	£47.00	
• Tennis Room	£21.00	£21.00	£23.00	£38.00	

**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:-**

**We require 30 days notice to cancel a booking. If cancelled within 30 days or less from your booking date, the booking is still payable. If cancelled with over 30 days, no fee will be incurred.**

Signed: ..... (I agree with all the terms & conditions above)

Name in print: .....

Date: .....

## BLOCK BOOKING APPLICATION

Please note that all pages of the booking form should be returned!

April 2022	Dates.....
	Times.....
May 2022	Dates.....
	Times.....
June 2022	Dates .....
	Times .....
July 2022	Dates .....
	Times .....
Aug 2022	Dates .....
	Times .....
Sept 2022	Dates .....
	Times .....
Oct 2022	Dates .....
	Times .....
Nov 2022	Dates .....
	Times .....
Dec 2022	Dates .....
	Times .....
Jan 2023	Dates .....
	Times .....
Feb 2023	Dates .....
	Times .....
March 2023	Dates .....
	Times .....

Please return this completed form to:  
Bookings at Craig Y Don Community Centre, Queens Road, Craig Y Don,  
Llandudno LL30 1TE,

### Payment details

Name – Craig Y Don Community Centre  
Bank – HSBC  
Account no – 91059815  
Sort code – 40-30-07

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

**IF LEFT BLANK, WE WILL ASSUME YOU DON'T REQUIRE ANY SET-UP (set up can only be done with prior notice in advance and before your arrival)**