

Classroom/Meeting Room Hire at Rheidol Visitor Centre

FORM VC-001

Please complete the following form to enable us to confirm your booking (Please PRINT):

Name of Group/Business/School:
(Please PRINT):

Date room required:

Time of Arrival:

Time of Departure:

Please NOTE the following:

Your booking will NOT be confirmed until we receive this Form.

The 'Visitor Centre Register' must be signed on arrival to comply with Fire Safety Regulations. The Fire Assembly Point is at the lower left hand side of the Car Park

No responsibility is accepted for personal or lost items.

All Health and Safety Instructions given and Safety/ Warning Signs displayed **MUST** be adhered to at all times.

Please leave the facilities in a clean and orderly manner and dispose of litter in the appropriate recycling bins available

All keys issued must be returned to Kate Heaven at Rheidol Power Station Main Office. Please report any issues **immediately** to Kate Heaven or Abigail Miles on Tel: 01970 880667

Full Address: (Please PRINT):

Number in group:

Adults

Children

Age of group

Name of Group Leader:

Tel:


Contact name:

Email:


Mobile:

Requirement of classroom/
meeting set up/layout:

Horse shoe shape


 Yes/No

Tables grouped
with chairs around


 Yes/No

Row of chairs
facing front


 Yes/No

Invoice Address

Hire of Classroom/ meeting room
Facility (£25 half day, £50 full day Inc. of
VAT)

 £

Invoice Total:
£

Tea/Coffee requirements (£1.25 per head)

 £

Invoice No.

Signed :

(Contact Name Above)

Date:

Please return this completed form via e-mail or by post 4 days prior to your booking date to: Statkraft Energy Ltd, Rheidol Power Station, Cwm Rheidol, Aberystwyth, Ceredigion, SY23 3NF – Email: kate.heaven@statkraft.com and abigail.miles@statkraft.com

Office Use Only:	Date Received:		Invoice Sent:	
	Booking Confirmed:		Signature: Date:	