**Harlow Room, Welsh Wildlife Centre**



**Cilgerran, Cardigan, Pembrokeshire SA43 2TB**

Contact Name …………………………………………….

Company Name………………………………………………………………...

Address ……………………………………………………………………………………….

……………………………………………………………………………………………………..… Pos…….

Tel No………………… Mobile ………..………………………… Fax No ………………………….…………

E-mail ………………………………………………………………………

Invoice address (if different to above) Please e-mail………………………………………….

…………………………………………………………………….………………………………… Post Code …………………….

Day and date of booking…………. Time Start … End…...

Use of room (please circle) Meeting / social / talk / exhibition Other ………

Number of delegates up to ……

Please see our terms and conditions for cancellation schedule

Cost of hire: Half day £30, full day £50, children’s birthday party (own catering) £20

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Time** | **Numbers** |
| Tea/coffee on arrival |  |  |
|  |  |  |
|  |  |  |

Small groups may eat in the Glasshouse Café. For larger groups the café can prepare a buffet. Please ask for details and prices.

The Harlow Room has overhead projector and screen, data projector and screen, internet access, conference phone, flipchart.

There is a small breakout room next to the Harlow Room for teas and coffee.

Room layout (please tick)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Classroom |  | Horse-shoe with top table |  | Social |  |
| Boardroom |  | Theatre with top table |  |  |  |

Other, please specify If tables and chairs can be left out, we can arrange them as we want them ………………………………………………………………………

*I have read and agree to abide by the terms and conditions of hire*

*for the Harlow Room, Welsh Wildlife Centre, Cilgerran, Cardigan*

Where did you hear about the Harlow Room ?………………………………………

Signed …………….. Print………..………….. Date

Please return to: Harlow Room Bookings, Welsh Wildlife Centre, Cilgerran, Cardigan, Pembrokeshire SA43 2TB

Tel 01239 621600 Email wwc@welshwildlife.org Fax 01239 613211