

Rhossili Village Hall & Bunkhouse

Booking Enquiry Form



Contact details...

Please use **BLOCK CAPITALS**

We shall not disclose your personal information to any third party without your permission.

First Name: Last Name:

Organisation (if applicable):

Address:

Postcode: Email:

Telephone: Mobile:

The best time to contact me by Telephone/Mobile is: Daytime Evening Weekend

Requirements...

I would like to book the following (please tick the box before each of your choices):

Bunkhouse Accommodation

It is currently our policy not to accept Bunkhouse bookings later than two weeks before the arrival date.

Arrival Date (dd/mm/yyyy): ____ / ____ / ____ Time (hh:mm): ____ : ____ *Check in 4:00 – 9:00 p.m.*

Departure Date (dd/mm/yyyy): ____ / ____ / ____ Time (hh:mm): ____ : ____ *Check out by 10:30 a.m.*

Total Number in Group: Number under 18 years old:

Do you require exclusive use of the bunkhouse? NO YES

Community Hall

Arrival Date (dd/mm/yyyy): ____ / ____ / ____ Time (hh:mm): ____ : ____ *Include preparation time*

Departure Date (dd/mm/yyyy): ____ / ____ / ____ Time (hh:mm): ____ : ____

Anticipated Number: (Max 100) Purpose:

Meeting Room

Arrival Date (dd/mm/yyyy): ____ / ____ / ____ Time (hh:mm): ____ : ____ *Include preparation time*

Departure Date (dd/mm/yyyy): ____ / ____ / ____ Time (hh:mm): ____ : ____

Anticipated Number: (Max 20) Purpose:

Special requirements

Please specify:

I have read and agree to the Rhossili Village Hall **Terms & Conditions** appended to this document

Name: **Signature:** **Date:**

Please send this form to: **Bookings, Rhossili Village Hall, Middleton, Rhossili, Swansea SA3 1PJ UK**

Rhossili Village Hall & Bunkhouse



Terms & Conditions

Please check Availability and read these Terms & Conditions before completing a Booking Form.

General

Any omission or error in the literature or booking information issued by Rhossili Village Hall (RVH) may be corrected by us without liability. Any changes will be notified at the time of booking or as soon as is reasonably possible thereafter. Submitting a Booking Enquiry Form, either online or by post, indicates acceptance of these Terms & Conditions.

Prices

Bunkhouse Accommodation only

Occupancy	Season	Per Night	Per Week
Full Occupancy (up to 18 persons)	Low & Peak Season	£250	£1,750
Shared Occupancy (price per person ¹)	Low & Peak Season	£15	£105

¹ Shared Occupancy minimum group size is 2 persons.

RVH does not provide cots for young children. If a child uses a bed, the full charge is levied. However, there is no charge for young children in travel cots who share a room with their parents. If you erect a travel cot, please ensure that it does not block the Fire Exit.

Bunkhouse Accommodation plus Community Hall

Occupancy	Season	Per Night	Per Week
Sole Occupancy (up to 22 persons ²)	Low & Peak Season	£330	£2,300

² Sole Occupancy maximum number staying overnight is 22, utilising 4 single sofa-beds in the Lounge on the Ground Floor.

Bunkhouse Accommodation Booking Restrictions

When booking accommodation for the Low Season (1 Sep to 30 Jun incl.) you must book a minimum of 2 nights.

When booking accommodation for the Peak Season (1 Jul to 31 Aug incl.) the following applies:

		If your Booking Request is made during the period	
		Before 1 May	From 1 May
Peak Season	1 Jul to 31 Aug incl.	We shall accept only weekly bookings (7 nights) . Change-over day is Saturday .	We shall accept bookings for a minimum of 2 nights.

So, until 1 May 2008, accommodation in July and August 2008 is only available as 7 nights (Saturday to Saturday). If you are unclear about these restrictions please **Contact Us**.

Rhossili Village Hall Facilities

Facility	Capacity	4 Hours	8 Hours	24 Hours
Community Hall (inc kitchen)	100	£20	£40	£80
Meeting Room	20	£10	£20	£40

Payment

Payments should be by cheque made out to **Rhossili Village Hall**. We shall send a written booking confirmation and payment schedule after receipt of your booking enquiry. The deposit required to confirm your booking is 30% of the total cost and the balance must be paid 8 weeks before your arrival date. If any payment is overdue, we may cancel your booking. Deposits are non-refundable.

Making a Booking

All bookings are subject to availability and RVH reserves the right to decline any booking, for whatever reason, at its sole discretion. It is currently our policy not to accept Bunkhouse bookings later than two weeks before the arrival date.

Provisional booking

Until the deposit is paid, all bookings are regarded as **provisional** and can, as such, be subject to change by either party without penalty. Provisional bookings will only be held until an agreed date and allocated on a 'first come first served' basis. Bookings cannot be made more than 18 months in advance. Typical times for holding bookings are given in the table below.

Time before proposed stay	When deposit must be paid to confirm your booking
More than 18 months	Provisional booking not available
Between 12 and 18 months	At 12 months before date of stay
Between 8 and 12 months	Within 2 weeks of booking
Between 4 and 8 months	Within 1 week of booking
Less than 4 months	At time of booking

Confirmed booking

Confirmed bookings will only be accepted up to 12 months before the first arrival date. The Contract and confirmed booking for the accommodation will be formed when we accept your completed booking form and we receive your agreed deposit in full. Any agreed contract cannot be amended unless confirmed in writing by an authorised representative of RVH and yourself.

RVH reserves the right to increase or decrease prices prior to a confirmed booking. Any price changes will be notified by the time of booking confirmation. If you are unhappy with the price change, you may cancel your booking within 7 working days of this notice without penalty.

Changing a Confirmed Booking

If you want to change your booking

Changes to a confirmed reservation (e.g. dates of visit, numbers of people booked etc.) are allowed subject to the availability of a suitable alternative. Any additional costs incurred in accommodating your request will be agreed when you request your changes. Changes requested within 8 weeks of the date of your first arrival date will be treated as cancellations.

If you cancel your confirmed booking

Cancellation charges on all bookings are set out in the table below. These charges are calculated based on the date we receive written confirmation of your cancellation and the number of days left before the agreed date of your first arrival.

No. of days	Amount you must pay
More than 8 weeks	Loss of deposit
8 weeks to 4 weeks	50% of the total cost of your stay
4 weeks or less	The total cost of your stay

If we change your booking

In the unlikely event it is necessary to alter your booking, in total or in part, RVH will inform you as soon as is reasonably possible of any necessary changes. You can either: accept the changed arrangements; or cancel your booking and receiving a full refund of all payments made.

Liability

Our liability to you

RVH shall ensure that the facilities are provided in accordance with our terms and conditions and the Contract is executed by us with reasonable skill and care.

We will not be liable to you for any losses which are not foreseeable by both you and us when the Contract is formed. Except in relation to death or personal injury caused by our negligence RVH's liability remains, at all times, limited to the value of the confirmed contract. If part(s) of the facilities are not provided you must notify us within 28 days. Any alleged breach will be investigated and if agreed you shall be entitled to an appropriate refund.

Your liability to us

If your behaviour is deemed to be unacceptable or causes damage your booking may be terminated and you may be asked to leave RVH premises. No whole or part refunds will be made under these circumstances

Your Information

Personal information supplied to us will only be stored and used for the purposes of carrying out our contact with you.

Rhossili Village Hall Trustees
5 March 2008