

### MEETING ROOM ENQUIRY/BOOKING FORM

Booking in the name of:

Organisation name and address :

Contact Name:

Telephone No:

Contact Name on the Day:

Mobile No:

Email:

#### Meeting Details

Date Room Required:

Times Room Required:

Number Attending :

Room layout :

#### Requirements

Tea Coffee on arrival

Lunch

No. required and time:

Additional Tea Coffee

No. required and time:

Multi Media Projector & Screen

Flip Chart

<b>Payment Details</b>	
Method of Payment	<input type="checkbox"/> Invoice <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> BACS
Invoice Address:	Reference/PO number/
<b>Signature:</b> ..... <b>Date:</b> .....	

<b>Office Use</b>
<b>Date Sent to finance</b>

**Car Parking**

Parking is limited on site but council car parking (chargeable) is available at the bottom of Wynnstay Road on Princess Drive 2 minute walk.

**Public Transport**

5 minute walking distance from Colwyn Bay Railway Station.  
 2 minute walk from Bus Stop at top of Wynnstay Road.

To discuss your requirements and book please  
 e-mail [croeso@gonorthwales.org.uk](mailto:croeso@gonorthwales.org.uk) or call 01492 531731