

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 :

Payment Details

Method of Payment

Invoice

Credit/Debit Card

BACS

Invoice Address:

Reference/PO number/

Signature: **Date:**

Office Use

Date Sent to finance

Car Parking

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

Public Transport

5 minute walking distance from Colwyn Bay Railway Station.

2 minute walk from Bus Stop at top of Wynnstay Road.