

COLEG TREFECA

Registered Charity no. 258456

Trefeca, Brecon, Powys LD3 0PP Tel: 01874 711423 Fax: 01874 712212

E-mail: post@trefeca.org.uk

Booking form for a Residential Group

Please read the **Notes for Leaders & Booking Conditions**, then complete and return this form.

Your provisional booking will be held for six weeks of your notifying us, and your booking will be confirmed ONLY we receive this form and your deposit.

Name of group: _____

Date of proposed booking: _____

Name of contact person: _____

Address: _____

Tel: _____ E-mail: _____

Approx. number in group: _____ (to be confirmed 10 days before arrival)

Approx. time of arrival: Organiser: _____ Guests: _____

First meal required: _____

Approx. time of departure: _____ Final meal required: _____

Special requirements regarding food – e.g. meal times, type of food, packed lunch, etc

Other special requirements – e.g. single rooms, conference facilities, etc.:

I have read the **Notes for Leaders** and accept the booking conditions outlined in them, including the conditions regarding the safety of children, young people and vulnerable adults. **I enclose a deposit of £100 per group.**

Signed: _____ Date: _____