

# COLEG TREFECA

Registered Charity 258456

## BOOKING FORM FOR DAY GROUPS - 2003

Thank you for your enquiry with regard to booking Coleg Trefeca. Please read the *Notes for Leaders & Booking Conditions*, and choose from the following tariff options:

1. **Day conference package** **£ 12.50 per person**  
This includes morning coffee and home-made biscuits; your choice of either a light lunch (e.g. baked potato, soup and salad) or a cooked lunch; tea and home-made cake in the afternoon; and use of our conference facilities as discussed.  
A reduced price may be offered in certain cases of hardship. Please enquire.
  - or 2. **Use of Room only:** full day - **£ 22**, half a day - **£ 12.50** per group.
  - or 3. **Catering** can be provided as follows:
    - a. Lunch/supper - 3 course meal £ 7.75 per person
    - b. 2 course meal £ 6.75 per person
    - c. Light lunch/supper £ 4.75 per person
    - d. Tea/coffee with home-made cake/biscuit £ 1.50 per person
  - or 4. Please ask for a price to meet your individual requirements.
- A non returnable deposit of £50 payable to Coleg Trefeca is required to secure your booking. Please complete and return the attached form to: **Coleg Trefeca, Brecon, Powys, LD3 0PP**. Please phone **01874 711423** or *e-mail*: [post@trefeca.org.uk](mailto:post@trefeca.org.uk) for further information.

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## BOOKING FORM FOR DAY GROUPS

Date of booking: .....

Name of group: .....

Nature of event: .....

Name & address of leader: .....

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Telephone number: ..... E-mail: .....

Estimated number of participants.....

Time of arrival: .....

Refreshments required (see options above):.....

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Facilities/equipment required: .....

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Time of departure: .....

Please **CONFIRM** final number and any special dietary requirements e.g vegetarian, allergies etc. at least 5 working days before arrival.

I enclose a cheque for £50 as deposit for the above date.

Signed: ..... Date: .....