

CONFERENCE AND TRAINING ROOM - BOOKING APPLICATION FORM

Please be aware that the Training room **does not** have air conditioning

Name and Company Information

Company/Department:	Contact Name:
Address:	Telephone:
Date Required:	Number of Attendees:
	Room Layout:

Room Hire

Training Room max 12 around tables for a formal meeting setting

Half Day(s) (£50.00 per ½ day)	Full Day(s) (£80.00 per full day)	Times per hour (£17.00 if less than half a day) :
<input type="checkbox"/> 0800 – 1200 hrs	<input type="checkbox"/> 0800 – 1700 hrs	
<input type="checkbox"/> 1300 – 1700		

Conference Room max 20 people around tables for a formal meeting setting; or 40 people in a lecture theatre style format

Half Day(s) (£75.00 per ½ day)	Full Day(s) (£120.00 per full day)	Times per hour (£25.00 if less than half a day) :
<input type="checkbox"/> 0800 – 1200 hrs	<input type="checkbox"/> 0800 – 1700 hrs	
<input type="checkbox"/> 1300 – 1700 hrs		

A full charge may be levied for those meetings which run over the specified half day times

Equipment

<input type="checkbox"/> Flip Chart (£8.00 per session)	<input type="checkbox"/> Conference Telephone (Conference Room only) (£30.00 per session)
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Wi-Fi is standard throughout the Airport.
A VGA Projector and DVD/Video Player are available for use free of charge (**Conference Room only**)

Catering Information

Full catering facilities and a range of refreshments are available to pre-order from the main Airport food concessionaire; Select Service Partners and their Café Ritazza. Every group is responsible for arranging and paying for refreshments and food charges direct with Café Ritazza by emailing Neil.Billingham@ssp.uk.com or calling **07839 781005** / 01481 264538

Terms and Conditions

BOOKING To reserve the conference or training room please call the Airport Admin office on 01481 237766 to check room availability.

PAYMENT An invoice will be issued once the meeting has taken place. Payment must be made within 30 days.

FOOD AND CATERING Every group is responsible for their own food arrangements. Catering services must be arranged directly with Café Ritazza.

CANCELLATION We require written cancellation notice of 48 hours in advance or a cancellation fee of 50% of the room hire charge may be charged.

DAMAGE / LIABILITY Any damage to the property will be charged back to the responsible party for full reimbursement.

CAR PARK Parking is provided in the main public car park. Attendees should use the 'old' public car park on the right of the main airport approach road. Car park tickets must be presented to the Terminal Duty Officer in order that exit from the car park can be arranged without payment being required

We/I have read and agree in full to the terms and conditions above

..... **Date**.....

Applications should be returned to:

The Administration Office, Guernsey Airport, La Villiaze, Forest, Guernsey, GY8 0DS, or email airport@gov.gg

