

## 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		
<b>Training Room</b> 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		
<b>Conference Room</b> max 20 people around tables for a formal meeting setting; or 40 people in a lecture theatre style format		
Half Day(s) (£75per ½ day)	Full Day(s) (£120 per full day)	Times per hour (£25if less than half a day):
<input type="checkbox"/> 0800 – 1200 hrs	<input type="checkbox"/> 0800 – 1700 hrs	
<input type="checkbox"/> 1300 – 1700 hrs		
<b>A full charge may be levied for those meetings which run over the specified half day times</b>		

Equipment	
<input type="checkbox"/> Flip Chart (£8.00 per session)	<input type="checkbox"/> Conference Telephone ( <b>Conference Room only</b> ) (£30.00 per session)
Wi-Fi is standard throughout the Airport. A large 75 inch or 195.5cm wall mounted TV is in the conference room with HDMI input. Please bring adaptors if you are not using this setup.	

Catering Information
Full catering facilities and a range of refreshments are available to pre-order from Guernsey Airport's food and beverage concessionaire Caterleisure (Guernsey) Ltd. Every group is responsible for arranging and paying for refreshments and food direct by emailing: <a href="mailto:guernseyairport@caterleisure.co.uk">guernseyairport@caterleisure.co.uk</a> .
<b>Terms and Conditions</b>
<b>BOOKING</b> To reserve the conference or training room please call Guernsey Airport on 01481 237766 to check room availability.
<b>PAYMENT</b> An invoice will be issued once the meeting has taken place. Payment must be made within 30 days.
<b>FOOD AND CATERING</b> Every group is responsible for organising and paying for their own food arrangements.
<b>CANCELLATION</b> We require written cancellation notice of 48 hours in advance or a cancellation fee of 50% of the room hire charge may be charged.
<b>DAMAGE / LIABILITY</b> Any damage to the property will be charged back to the responsible party for full reimbursement.
<b>CAR PARK</b> 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.
<b>YOUR DATA</b> Please see our <a href="#">Privacy Policy</a> on how we handle your data.

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

Signed.....

Date.....

This Application Form should be returned to:

Guernsey Airport  
Control Tower Building  
La Villiaze  
Forest  
Guernsey  
GY8 ODS

Email: [airport@gov.gg](mailto:airport@gov.gg)