



**CONFERENCE/ACCOMMODATION BOOKING FORM, ST. MICHAEL'S COLLEGE, LLANDAFF**  
**7 days prior notice is required regarding cancellation, otherwise a charge of 25% of the total cost is required**

Event date: ..... Time in: ..... Time out: .....

Event title: .....

Event leader: .....

Address: .....

Tel. No: ..... Fax No: ..... E-mail address:.....

Number of delegates.....

**Daily Conference Room Hire Charges (8.30am – 5.00pm) Rooms may be hired at weekends/evenings on request**

- £100.00 Old Library, 1<sup>st</sup> floor. Boardroom style - 35 people max, lecture style – 60 people max.
- £80.00 Ollivant Room, ground floor. Boardroom style - 25 people max, lecture style – 30 people max.
- £80.00 Tower Room, 1<sup>st</sup> floor: Boardroom style - 25 people max, lecture style – 30 people max.
- £50.00 Seminar Room, 1<sup>st</sup> floor: Boardroom style - 12 people max.
- £65.00 Morgan Room, 1<sup>st</sup> floor: Informal meeting room - 12 people max.
- £10.00 Overhead projector & screen
- £10.00 Flip chart & pad (please circle quantity) 1, 2, 3
- £15.00 TV, Video player & DVD player

A wall mounted data projector and white screen is included in the room hire charges for the Old Library, Ollivant Room, Tower Room and the Seminar Room **(please provide own laptop)**

Please indicate room layout requested:  Boardroom style,  Lecture style,  café style

**Accommodation Room Charges** Bed and breakfast £32.00 per person Number's required .....

**Meals**

- Great British Breakfast (£6.00)
- Standard Working lunch (£4.50)
- Finger Buffet (£7.50)
- Light Lunch in the Refectory (£7.00)
- Healthy Breakfast (£5.00)
- Light Lunch (£5.50)
- Fork Buffet (£9.00)
- Supper in the Refectory (£9.00)
- Working Breakfast (£5.00)
- Traditional Working Lunch (£7.00)
- Formal Dinner (£25.00)

Dietary requirements i.e. vegetarian meals etc.....

Times meals required: Breakfast ..... Lunch ..... Supper .....

Times refreshments required: .....

**Refreshments** (Tea & Coffee are Fairtrade)

- Tea/Coffee and biscuits - £1.00 per person
- Sparkling or still water with glasses (½ litre) 90p
- Canned minerals with glasses (330ml) 70p
- Afternoon tea £4.00 per person
- Cafetiere of Ground Fairtrade Coffee £1.50 per person
- Jugs of chilled juice with glasses (1 litre) £1.50
- Chocoholics break £3.20 per person
- Juice and fruit break £3.50 per person

Please tick where you would like refreshments and/or lunch  Meeting room  ground floor Common Room  Outside the Tower Room

Agreed total charge for the day.....

**A 10% non-refundable deposit of the total amount is required when returning this booking form.**

**Please make cheques payable to St. Michael's College and return the completed form to:**

**The Conference & Accommodation Administrator, St Michael's College, 54 Cardiff Road, Llandaff, CF5 2YJ**

**Tel: 029 20838070**

**Fax: 029 20838008**

**Email: [info@stmichaels.ac.uk](mailto:info@stmichaels.ac.uk)**