



**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.
- £15.00 TV, Video player & DVD player
- £10.00 Flip chart & pad (please circle quantity) 1, 2, 3

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 £42.00 per person Number's required: .....

**Regarding fire safety** when here, please advise if you or a member of your group have any specific needs regarding, for example, sight or hearing. Name(s) and requirements: .....

**Meals**

- Great British cooked breakfast (£6.00)  Healthy breakfast (£5.00)  Working breakfast (£5.00)
- Standard working lunch (£5.50)  Light Lunch (2 courses) (£7.25)  Fork buffet (£9.75)
- Finger buffet (£7.75)  Supper in the Refectory (£9.30)  Formal dinner (£26.00)

Dietary requirements: .....

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

Times refreshments required: .....

**Refreshments**

- Fair trade tea/coffee and biscuits - £1.50 per person  Jugs of chilled juice with glasses (1 litre) £1.50
- Canned minerals with glasses (330ml) 70p  Juice and fruit break £3.50 per person
- Afternoon tea £4.00 per person

Please tick where you would like refreshments and/or lunch  Meeting room  ground floor Reception Lounge  
 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 'The Representative Body of the Church in Wales' or 'RBCW'  
Please 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)**