



# Trigonos Day Groups

## BOOKING FORM & TERMS & CONDITIONS

ALL SECTIONS OF THIS FORM MUST BE COMPLETED TO CONFIRM YOUR BOOKING

Name of Group/Organisation:	Name of Contact person:
Address:	
Postcode:	
Phone:	Email:
Event date d:    /m:    /y:	
Day of week:	
Time of arrival (9am unless agreed otherwise):	
Time of departure (5pm unless agreed otherwise):	
<p style="text-align: center;"><b>When arrival is 9am Trigonos will provide a host to receive guests from 9am-10am. Please liaise with us directly if you would like to discuss extending these times etc – we will see what is possible for your specific date</b></p>	

*Please read the terms & conditions that form part of this contract and sign*

## Refreshments

*These are served in Plas Baladeulyn at the times shown below – where there is more than one option please select which/all that apply for your booking*

Catering	Price per person	Approximate numbers of guests (exact numbers to be finalised 14 days before arrival)
Arrival or Breaktime <b>hot drinks with biscuits</b> (Sessions: 9am, 11am and /or 4pm)	£3.75	
Breaktime <b>hot drinks with homemade sweet treat</b> (4pm)	£5.50	
<b>Trigonos lunch</b> <i>This is seasonal and as locally sourced as possible. The exact dishes and ingredients used will depend on availability.</i> Trust Trigonos to look after your guests in a balanced, nutritious, responsible and intuitive way! (1pm)	£17.50	

Workroom	Price per day	Please tick the work room you are reserving
Ceridwen	£45	
Goewin	£60	
Arianrhod	£70	
Modron	£75	

## CONFIRMED BOOKINGS

A booking is confirmed upon receipt of a fully completed booking form, a signed Terms & Conditions document and the payment of the deposit (the cost of the work room/s being booked). Until then Trigonos reserves the right to offer the dates to other groups.

## BOOKING FORM

All sections of the booking form need to be completed in full and signed by the group organiser/nominated person.

## CATERING

Any/all catering must be booked for the full group, and will be charged for the final **number given to Trigonos no later than 4 weeks before the event**. Self-catering is unavailable except for times specifically designated by Trigonos

## ESSENTIAL DIETARY REQUIREMENTS

Trigonos has a good reputation for meeting essential dietary requirements. But to do this, we rely on the information given to us by the individuals concerned via the group leader. The “Essential Dietary Requirements” form must be completed and sent to Trigonos at **4 weeks** before your visit to enable the catering team to plan menus and purchase any necessary special food. Trigonos cannot accept responsibility for meeting dietary needs if the information is not provided.

**IMPORTANT:** We take great care in ensuring that allergens are not used as an ingredient where their exclusion is required. However, we cannot guarantee that our food does not contain trace elements of allergens as we do not have a separate kitchen for preparing allergen free dishes. It is essential that group organisers ensure that their participants are aware of our limitations.

## DEPOSITS AND FINAL BALANCE

A deposit equal to the cost of the work room / s being booked is required to secure the booking.

The final balance of workroom/s cost and full catering costs is payable **14 days before arrival** – and will be invoiced for upon receipt of the final group information/diets received **4 weeks before arrival**.

## RESIDENTIAL OPTIONS/ADD-ONS

B&B/DB&B is sometimes available (and useful) for the night/s before and/or after the event. Please discuss this with us directly.

## METHODS OF PAYMENT

Payments in GB£s can be made by the following methods:

- **BACS / internet banking** (please quote invoice number, group name or booking dates)  
Lloyds Bank plc  
Account name: Trigonos Trading Ltd  
Branch address: 15-17 Poole Street, Caernarfon, Gwynedd LL55 2AD  
Account no: 87879268  
Sort Code: 30-98-29
- If transferring money from outside the UK you will need the following:  
IBAN: GB79LOYD30982987879268 SWIFT/BIC code: LOYDGB22xxx
- Personal or business cheque payable to TRIGONOS (UK banks only) (please quote invoice number, group name or booking dates)
- Debit and credit cards
- Cash

We regret that we are not able to accept either cheques drawn on non-UK banks or foreign currency.

## REDUCTION IN GROUP NUMBERS

Once the final group information has been received this is the minimum number that we will charge for i.e. if numbers are reduced, no reduction in price will be made once we have put the final plans in place.

## GROUP CANCELLATION

Should the group cancel their booking any time up to 4 weeks before the arrival date, Trigonos will retain the full deposit that has been paid.

Should the group be cancelled between 4 weeks and 14 days before, 75% of the full projected cost of the full event will be invoiced and payable to Trigonos within 30 days of invoicing.

For cancellations within 14 days of arrival 100% of the full projected cost of the full event will be invoiced and payable to Trigonos within 30 days of invoicing

## INSURANCE

Trigonos advises that all group leaders should consider having event insurance cover, which is easily obtained at a reasonable cost to cover any eventualities that may lead to unexpected payments to Trigonos (e.g. in the event of a cancellation).

## GROUP LEADER / ORGANISER'S RESPONSIBILITIES

### In advance of your visit:

- Pay the balance in full 14 days before arrival
- Complete group information form at the required time to include:
  - Any additional needs noted by guests with their consent
  - Guest names
  - Individual dietary requirements/allergies
- To provide a list of names of the members of the group
- To provide any details of group members with additional needs / requirements
- To provide a detailed and accurate list of food intolerances and/ or allergies for any group members
- To inform group members about arrival times
- To be familiar with Trigonos health and safety policies

### During your visit:

- To encourage the group to use Trigonos resources with care and attention (e.g. turning down radiators in the rooms when warm enough, closing outside doors in cold weather, turning off lights when workrooms are not in use)
- To be sure that any electrical equipment brought in by the group has been tested and is safe
- To alert the group to health and safety issues (e.g. swimming in the lake)
- To remind the group that each member is responsible for his / her own wellbeing – Trigonos cannot provide medical or first aid services
- To inform the group that Trigonos is committed to protecting bio-diversity on the land, so guests are welcome to enjoy walking in the gardens and fields if left as they were found. They must not cut any plants or trees and, since some species on site are poisonous, they must not ingest anything they see growing in the wild

### Arrival:

It is important that groups do not arrive before the agreed time to ensure that all the cleaning and preparations are completed and that there is a Trigonos host to greet you and your group. If you, as the group organiser, wish to arrive early to set up your workroom(s), then please check in advance if this is possible.

Group organisers should allow for themselves to have short tour soon after arrival with a member of the Trigonos team to be familiar with layout of the centre and health and procedures.

### Office hours and responsibility for your group:

The Trigonos office is normally open from 9am – 5pm Mondays to Fridays and part time during weekends. During your stay, members of our team will all do their best to assist you if you need anything. We do not, however, have resident staff – the place is for you to make your home whilst you are here – but one of our senior team is always available and can be reached out of office hours, in the case of anything that needs urgent attention.

### For most eventualities you, as group leader, will carry responsibility for your group

### Meals:

- Breakfast 8am
- Morning break 11am
- Lunch 1pm
- Afternoon break 4pm
- Evening meal 7pm

Please note that meal times are set and cannot be altered from the times as stated above.

### Sharing the space:

It is possible that there will be other visitors staying at Trigonos (either another group or B&B guests). We will always do our best to ensure that arrangements work well for all concerned. Where there are two groups, we will introduce the group leaders on arrival and have a 3-way discussion to ensure that any concerns are able to be raised and any necessary adjustments agreed.

I enclose a deposit of £ ..... (Cheque should be made payable to “Trigonos”)

I would like to pay by bank transfer – please return the booking form and we will send you an invoice. Please do not make transfers without an invoice.

Trigonos bank details: Trigonos • Lloyds Bank plc • A/C No: 87879268 • Sort code: 30-98-29

I would like to pay by credit / debit card and will phone Trigonos to make the payment

I would like to pay by another method (see options above) – please specify:

Note: All prices quoted by Trigonos are inclusive of VAT

**I have read, understand and accept the terms and conditions outlined above:**

Signed: .....

Date: .....

Group: .....

Please return a completed and signed version of this agreement to:

**info@trigonos.org**