

Trigonos

Guide for Group Organisers
2022



Everything you need to know about
booking and running your event

www.trigonos.org

WELCOME TO THE TRIGONOS GUIDE FOR GROUP ORGANISERS!

We are delighted that you are considering booking with us and hope that this guide contains all the information you need to help you to make a decision and to walk you through the process from your initial enquiry to your stay.

Trigonos provides a perfect setting for many different types of workshop, training or event. Nestled in 18 acres of land – woods, pasture, river, lake, vegetable and flower gardens, there are a range of bedrooms, meeting rooms and workspaces

Group leaders say that what they value about Trigonos is: the warm reception and friendliness of the Trigonos team; the fantastic food and the way we cater for Essential dietary needs; the comfortable residential accommodation and the freedom they feel in being able to arrange their programme the way they want to whilst getting unobtrusive support as and when they need it.

Our prices include many items normally seen as ‘extras’. At Trigonos, there are no hidden costs so you can draw up a budget and keep to it.

Trigonos is:

- Open to all people who are seeking a calm, nourishing and inspiring environment
- Rooted in sustainability and socially responsible values
- Committed to working holistically with our visitors, team, suppliers & local community
- Working in partnership with the Ruskin Mill Trust, providing learning opportunities to young people with additional learning needs

This guide contains materials designed to provide you with all the information you need to make a decision and to plan your visit. However, if you want to know anything more, please do get in touch by phone or by email, and we will always be happy to help. We are in the process of implementing an online booking system so some of the information regarding completing the booking form will be handled electronically.

Kayleigh Hodgson
Bookings and Relations Manager
Trigonos

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Bedrooms, Workrooms & Equipment

What follows are details of the facilities that are available to groups to help you plan your visit. The bedrooms vary in size and style and there is some flexibility in terms of adding an extra bed, where indicated. We have facilities for hosting people (or groups) with hearing impairments. Please ask if you need more information.

	Occupancy	Access	Extras
Baladeulyn (formerly the Plas)	En-suite rooms in main house – full of character / different sizes		
3	Twin	1st floor	Has room for an extra bed
4	Twin	1st floor	
5	Single	1st floor	Has room for an extra bed
6	Double (King)	1st floor	Has room for an extra bed
7	Single	1st floor	
8	Single	1st floor	
9	Twin	1st floor	
10	Twin	1st floor	Contains 1 King size bed and 1 single bed
Eryr (formerly the Courtyard)	En-suite bedrooms opening directly on to a small courtyard		
11	Single	Ground floor	Wheelchair accessible
12	Single	Ground floor	
13	Single	Ground floor	
Dol Wennol	Ground floor rooms - all shared facilities (x2 showers, x2 separate WCs)		
14	Twin	Ground floor	Has room for an extra bed
15	Single	Ground floor	Has room for an extra bed
16	Twin	Ground floor	Has room for an extra bed
17	Single	Ground floor	
18	Single	Ground floor	
Dol Gwydion	Recently refurbished ensuite rooms		
19	Single	Ground floor	
20	Single	Ground floor	
21	Single	Ground floor	
22	Double	First floor	

Workrooms

Photos available on the Trigonos website

- **Goewin (formerly the Main Meeting Room):** 26'6" by 16' (8.1m x 4.9m). Carpeted. Large window provides good natural light and a view of the lake and the mountains. Seats 25 (circle) or 30 (theatre style).
- **Modron (formerly the Studio):** 35'6" by 18'8" (10.8m x 5.7m). Marmoleum floor-covering and under-floor heating. Huge windows provide excellent natural light and a view of the lake and mountains. Up to 25 people can do yoga or circle dancing or up to 15 people can work at tables / easels.

When booking your workroom(s) we will need to know:

- Approximate times of **intended use each day** of your visit (for cleaning and heating purposes)
- **Set-up** of the room(s)
- Information about any **equipment you require** us to provide (any changes to the set up after arrival will need to be undertaken by the group)

Note: There is a **library** which guests are warmly welcome to use, but is available to all visitors at all times and is not to be reserved.

Equipment available (subject to availability when there are two groups in residence):

- Upright padded chairs with arms
- Fold up padded chairs
- Trestle tables
- Fold up tables (6 foot long)
- Digi projector
- Flipchart stands and paper
- Flip chart pens
- CD player with speakers
- Selection of cushions

Please note: We do not provide yoga/meditation equipment

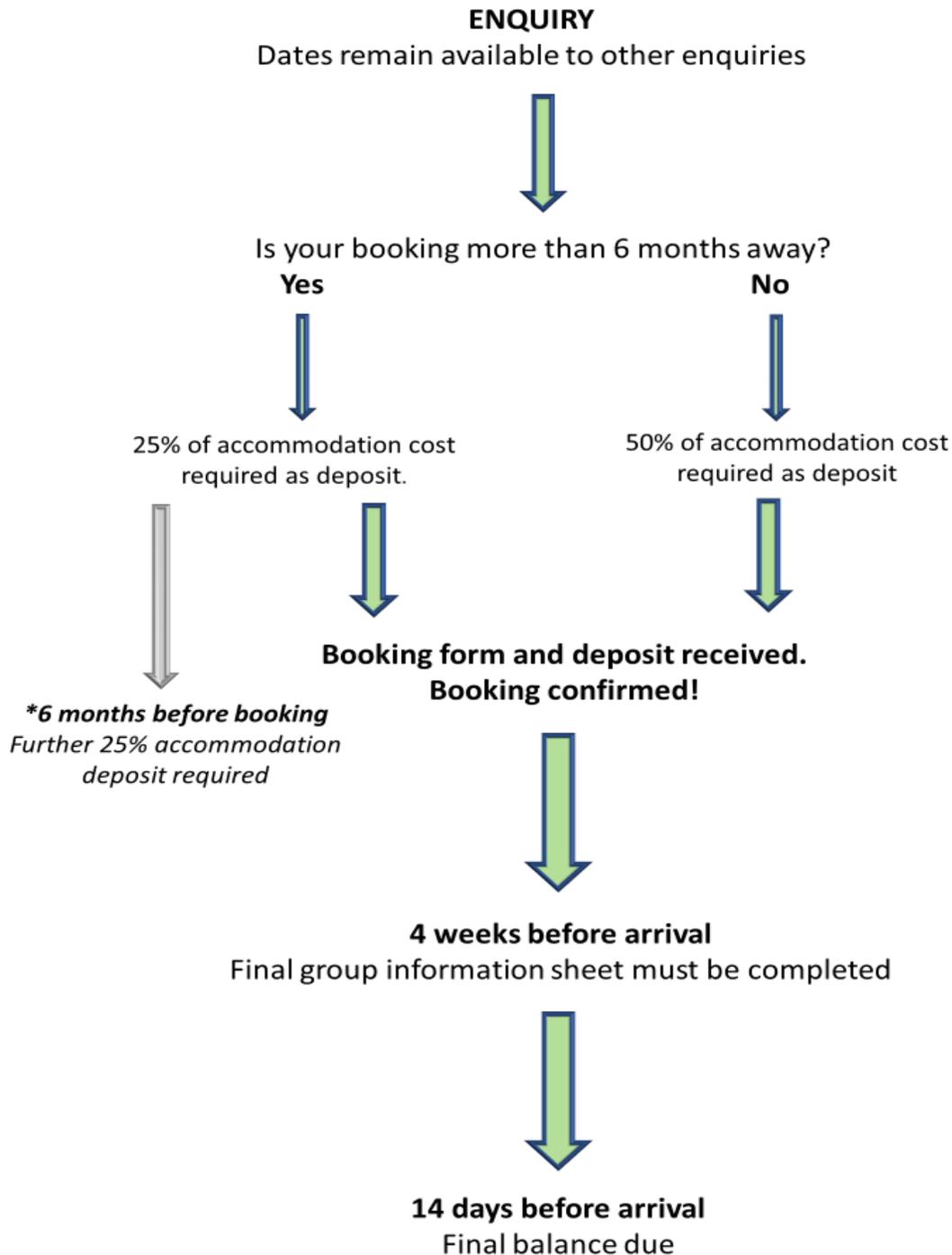
The booking process

There are some restrictions on how far ahead you can book.

Weekend bookings are very popular so in order to treat our regular groups fairly, we give them priority to re-book for the same weekend the following year **if it's available**.

We only open a weekend booking to new groups if the established group releases it.

Any booking of 3 nights or more – whether or not it includes weekend days – can be booked in advance without restriction.



Prices for 2022

Accommodation is booked in blocks so you have the freedom to arrange your group however you wish within those rooms. You then add the catering per person and workspaces to suit your group and your budget.

Accommodation

Accommodation	Price per night	Capacity (these are listed as standard. We can increase capacity with extra beds in some rooms as described above)
Baladeulyn	£390	Up to 13 people
Eyr <i>(formerly Courtyard)</i>	£135	Up to 3 people
Dol Wennol	£275	Up to 7 people
Dol Gwydion	£185	Up to 5 people

Catering

£60 per person per night
Includes:
All meals will be seasonal and as locally sourced as possible. The exact dishes and ingredients used will depend on availability. Trust Trigonos to look after your guests in a balanced, nutritious, responsible and intuitive way!
Buffet breakfast, Lunch and Evening meal Morning coffee/tea with snack Afternoon coffee/tea with homemade snack Constant seasonal fruit available Our large range of teas and coffee

Workrooms

Ceridwen <i>(formerly the Small meeting room)</i>	£35 per group per night
Goewin <i>(formerly the Main Meeting room)</i>	£45 per group per night
Arianrohod <i>(formerly the Gallery)</i>	£55 per group per night
Modron <i>(formerly the Studio)</i>	£65 per group per night

Further information including the dimensions of the workrooms are available on our website: trigonos.org

All prices are inclusive of VAT

CONFIRMED BOOKINGS

A booking is confirmed upon receipt of a fully completed booking form, a signed Terms & Conditions document and the payment of the initial deposit. 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

Catering must be booked with accommodation. Self-catering is unavailable except for times specifically designated by Trigonos

BEDROOMS

The allocation of people to bedrooms is the responsibility of the group organiser. Additional accommodation, can be booked at any time (subject to availability). Trigonos may let bedrooms & workspaces not reserved by the group to other visitors.

Bedrooms must be vacated by 9.30am on the day of departure unless otherwise agreed in writing and in advance. Luggage may be left in common areas/work rooms until the time the group leaves.

Separate costs apply to any group member that is non-resident – details will be discussed and the daily rate agreed once it is known what meals and any other facilities they will require.

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.

DEPOSITS AND FINAL BALANCE

A deposit is required to secure the booking. 50% of the accommodation cost is required no later than 6 months before the arrival date. If the booking is made more than 6 months in advance it can be split into 2 stages: 25% of the accommodation cost to secure the booking in the first instance and a further 25% payable 6 months before arrival.

The final balance of accommodation cost and full catering costs is payable 14 days prior to arrival

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)
Co-operative Bank • Account name: Trigonos • Account no: 6533 4863
Sort Code: 08 92 99 • IBAN: GB10 CPBK 0892 99 653 348 63 •
BIG code: CPBK GB 22
- Personal or business cheque payable to TRIGONOS (UK banks only) (please quote invoice number, group name or booking dates)
- PayPal (paypal.me/trigonos)
- 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

In the event of any changes by the group that results in less accommodation required than given in the confirmed booking, the following conditions will apply:

- From the point of confirmation of the booking till 4 weeks before the event - the deposit due to date will be retained
- Within 4 weeks of commencement of the event, the full amount will be charged (group organisers are advised to take account of this when putting their budgets together and to notify their group participants of their individual financial obligations)

GROUP CANCELLATION

Should the group cancel their booking any time up to a month before the arrival date, Trigonos will retain the full deposit that has been paid. Should the group be cancelled between a month 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 online group information form at the required time to include:
 - Any additional needs noted by guests with their content
 - Guests names and bedroom allocations
 - Individual dietary requirements/allergies
- To provide a list of names of the members of the group
- To return the list of allocated bedrooms
- 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 (information on fire safety and other issues will be provided in advance of arrival) including out of hours contact

During your visit:

- To encourage the group to use Trigonos resources with care and attention (e.g. turning down radiators in their bedrooms 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

When you arrive

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. We will always do our best within what is possible.

Office hours and responsibility for your group:

The Trigonos office is normally open from 9am – 5pm Mondays to Fridays and part time during weekends (unless it is an arrival day). 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 (see above)

Meals:

- Breakfast 8am
- Morning break 11am
- Lunch 1pm
- Afternoon break 4pm
- Evening meal 7.00pm

Please note that we are not able to serve breakfast before 8am or the evening meal after 7pm.

A note on 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.

Welcome talk / orientation:

On arrival you and your group members will be met at our reception, taken to their bedrooms and shown where the various facilities (the dining room, library, quiet room and work rooms) are. Tea and a 'sweet treat' will be available on the day of your arrival. All groups must agree to give space in their schedule between 4pm and 7pm for the welcome / orientation session (lasting approximately 15 minutes) from one of the Trigonos team designed to: welcome the group; share a little background about Trigonos; explain any comfort, health & safety issues and to answer any questions the group members may have. It is the group leader's responsibility to ensure that information covered at the session will be relayed to any late comers

Communications during your stay:

If there are messages from Trigonos to you as group leader, or to any of your group members, these will be left on a noticeboard in the main house. Similarly, any messages from you or your group can be left for the Trigonos team. All messages will be picked up regularly. Guests have access to wi-fi.

FOR MORE INFORMATION OR TO MAKE A BOOKING

E: info@trigonos.org T: +44 (0) 1286 882 388