

# Enquiry Form & Conditions of Use



Please complete the information below and return to Ffarm Moelyci by email or by post to the address below.

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone No (s)</b>	
<b>E-mail</b>	

<b>Name/nature of event:</b>			
<b>Requested date(s):</b>			
<b>Requested Start time:</b>		<b>Finish time:</b>	
<b>Number of attendees:</b>			

Refreshments can be provided at extra cost:

<b>Do you require refreshments?:</b>	<b>YES / NO</b>	<b>If so, for how many?:</b>	
<i>Note: please advise of any special dietary requirements at time of booking.</i>			

<b>Room layout</b>	
<b>Additional equipment/other requirements</b>	

Email: [office@moelyci.org](mailto:office@moelyci.org) Tel: 01248 602 793

Address: Ffarm Moelyci, Lon Felin Hen, Tregarth, Gwynedd, LL57 4BB

### **Terms and conditions of hire:**

- **Hirers need to provide their own bin bags, dishcloths and tea towels and remove their own rubbish.**
- The Hirer is responsible for the Health and Safety of anyone they invite onto the site and should make sure that on arrival they make any visitors aware of the emergency procedures, location of fire extinguishers, and fire exits. Fire exits must not be obstructed.
- All activities should be fully supervised and, if appropriate, a full risk assessment undertaken with a copy of the Risk Assessment being lodged with the Moelyci office
- All buildings are non-smoking areas. It is the responsibility of the hirer to ensure this rule is enforced.
- All vehicles are to be parked sensibly without blocking access to any building.
- No alcohol of any kind is permitted anywhere on Moelyci without prior permission.
- No activity should take place that might bring Ffarm Moelyci's reputation into disrepute.
- No animals of any kind are permitted inside the Kitchen, only assistance dogs are permitted in the Barn.
- Bookings should be planned to include set-up and clean-up time.
- The hirer who signs this agreement must be over 18 years of age.
- The hirer is responsible for ensuring that all furniture and other equipment is returned to its original position at the end of the hire period.
- Care should be taken to protect the floor from damage. Furniture and other heavy objects should be lifted and not dragged. Any spillages should be wiped up quickly and left as dry as possible.
- Where applicable, floors should be swept, surfaces cleaned, and all rubbish removed completely from Moelyci premises at the end of hire. Crockery, if used should be washed, dried and stacked where found.
- All facilities are to be left in a clean and undamaged condition. User organisations (hirers) shall be liable for any damages/breakages or for further clean up and removal of rubbish.

### **Cancellation Fees:**

Cancellation fees – we reserve the right to charge the following cancellation fees:

- More than 14 days notice – full refund, less admin fee of £10
- 7-14 days notice – 25% charge
- 3-7 days notice – 50% charge
- 2 days or less, no refund will be made.

A 20% deposit is required to secure all bookings; this includes a £10 administration fee.