

Tŷ Gwyrddfai Conference Facility - Booking Terms and Conditions

1. Booking Process:

1.1 To make a booking for an event at the Tŷ Gwyrddfai Conference Facility, you must submit a booking request via the online form.

1.2 The booking is not confirmed until you receive receipt of a written confirmation of the booking from Tŷ Gwyrddfai Conference Facility.

2. Payment:

2.1 Payments may be made via BACS as specified in the invoice provided to you.

2.2 You will be invoiced for the full amount after the event has taken place.

2.3 Payment must be made within 30 days of the date of the invoice.

3. Cancellation Policy:

3.1 Cancellations must be made in writing to the Business Manager of Tŷ Gwyrddfai.

3.2 Cancellations made within 14 days of the event date will result in a charge of 50% of the total booking cost.

3.3 Cancellations made within 7 days of the event date will result in a charge of 100% of the total booking cost.

3.4 Pursuant to clause 9, Tŷ Gwyrddfai Conference Facility reserves the right to cancel a booking due to unforeseen circumstances. In such cases, a full refund or alternative dates will be offered.

4. Changes to Booking:

4.1 Any changes to the booking, including date changes and alterations to the number of attendees, must be communicated in writing to the Business Manager of Tŷ Gwyrddfai within 14 days of the date of the event and are subject to availability.

5. Conduct and Responsibilities:

5.1 All delegates must sign in and out via the virtual receptionist in the entrance hall of Tŷ Gwyrddfai. They will not be able to access Tŷ Gwyrddfai Conference Facility without doing so. A [visitor information sheet](#) will be emailed to the booker once the booking is confirmed.

5.2 Free WiFi is available throughout Tŷ Gwyrddfai Conference Facility. Log-in details are listed in the visitor information sheet referred to at clause 5.1.

5.3 Parking is at the risk of your attendees, agents, and any third parties.

5.4 You are responsible for the behaviour of your attendees and any damage caused to Tŷ Gwyrddfai Conference Facility or any part of Tŷ Gwyrddfai.

5.5 Tŷ Gwyrddfai Conference Facility reserves the right to terminate an event if you, your agents, or your attendees violates any of Adra (Tai) Cyfyngedig/Tŷ Gwyrddfai's policies; this includes the Health and Safety Policy set down from time to time by Adra (Tai) Cyfyngedig/Tŷ Gwyrddfai (a copy of which has been made available to you).

5.6 No animals, except service animals are permitted to enter Tŷ Gwyrddfai Conference Facility or any other part of Tŷ Gwyrddfai.

5.7 No sub-letting of Tŷ Gwyrddfai Conference Facility is allowed.

5.8 You must not use Tŷ Gwyrddfai Conference Facility or any part of Tŷ Gwyrddfai for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance to Adra (Tai) Cyfyngedig/Tŷ Gwyrddfai or the owner or occupier of any neighbouring property (for the avoidance of doubt the serving and sale of alcohol is not permitted).

6. Catering:

6.1 Tŷ Gwyrddfai Conference Facility does not provide catering services.

6.2 If you opt for the tea/coffee package, you will be able to help yourself to tea and coffee in the canteen, which is located behind Tŷ Gwyrddfai Conference Facility.

6.3 You may help yourselves to the water from the water cooler situated in the canteen free of charge.

6.5 If you do not book the tea/coffee package but wish to use Tŷ Gwyrddfai Conference Facility's crockery, please make local arrangements with the Business Manager.

7. Liability:

7.1 Adra (Tai) Cyfyngedig/Tŷ Gwyrddfai is not responsible for any loss or damage to you, your agents, or your attendees' personal property during your use of Tŷ Gwyrddfai Conference Facility.

7.2 Tŷ Gwyrddfai Conference Facility shall charge you the cost/expense in respect of damage, additional cleaning and the like occasioned to the conference facility, its property, and its equipment by you, your agents, and your attendees during your use of Tŷ Gwyrddfai Conference Facility.

7.3 You must not do anything which might invalidate any insurance maintained by Adra (Tai) Cyfyngedig/Tŷ Gwyrddfai in respect of Tŷ Gwyrddfai Conference Facility or which might increase the insurance premium payable for Tŷ Gwyrddfai Conference Facility.

7.4 You must effect and maintain your own insurance in respect of public liability cover and for the equipment introduced by you into Tŷ Gwyrddfai Conference Facility for the event. The insurance of Adra (Tai) Cyfyngedig/Tŷ Gwyrddfai will not cover you.

8. Facilities and Services:8.1 Use of Tŷ Gwyrddfai Conference Facility includes use of the utilities associated with it (including toilet facilities), the use of the dishwasher in the conference room's kitchen for any crockery, and the use of 125 chairs which may be used for any breakout sessions you require.

8.2 No bolts, nails, tacks, screws, bits, pins or other like objects or articles are to be driven into any part of Tŷ Gwyrddfai Conference Facility nor is any adhesive substance to be attached to it. 8.3 You must ensure that you restore Tŷ Gwyrddfai Conference Facility as it was presented prior to the event.

8.4 No lighting, heating, power or other electrical fittings or appliances at Tŷ Gwyrddfai Conference Facility are to be altered, moved or in any way interfered with.

9. Force Majeure:

9. Reference to Force Majeure in this document means an event or events beyond a party's control including fire, explosion of any kind, failure or neglect on the part of any utility supplying electricity, gas or water, labour strife, civil commotion, war, fire or explosion or any other event beyond the control of the party other than a shortage of money that is anticipate to or that will prevent or hinder the party from fulfilling the substance of its obligations;

9.2 If by reason of Force Majeure, Tŷ Gwyrddfai Conference Facility is or anticipates that it will be prevented or hindered from fulfilling the substance of its obligations, then it shall forthwith ensure that you are aware of the occurrence of any such event and you shall be entitled at any time after notice, so long as such cause still subsists, to cancel or suspend the booking by notice in writing to you.

9.3 In the event of cancellation or suspension pursuant to clause 9.1 and 9.2 above, Tŷ Gwyrddfai Conference Facility shall be under no liability to you or any other third parties for any loss which may be sustained in consequence of any such cancellation or suspension.

By confirming a booking with Tŷ Gwyrddfai Conference Facility, clients agree to abide by these terms and conditions.