

LANTRA

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Room Hire at Lantra Built
Wells

Information Pack

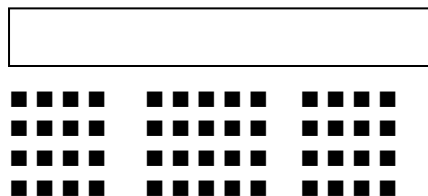
October 2010

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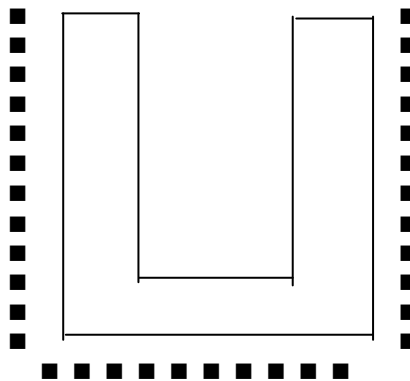
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Room Layout

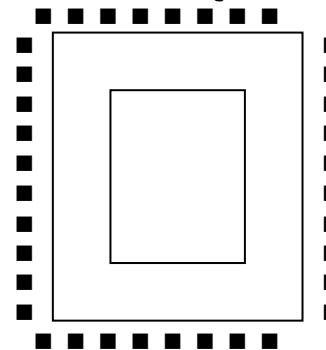
THEATRE



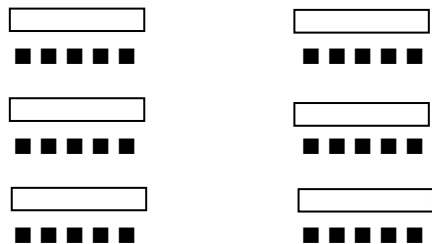
U SHAPE



HOLLOW SQUARE



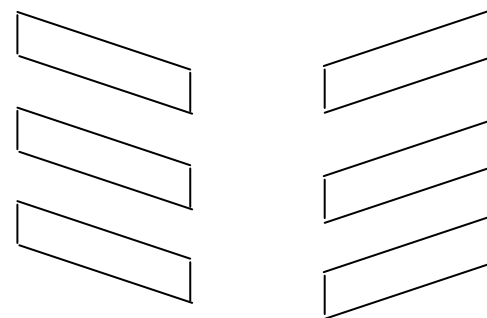
CLASSROOM



BOARDROOM



HERRINGBONE



Room Layout – Maximum Numbers

Room Layout	Radnorshire Suite	Montgomeryshire Suite	V C suite
Theatre	24	66	
Hollow Square	16	36	
Board	16	24	10
U-Shape	16	22	
Classroom	16	30	
Herringbone	16	30	
Hexagonal	12	12	

Facilities/Equipment Available (included in the room hire cost)

Facilities/Equipment	Radnorshire Suite	Montgomeryshire Suite
Drywipe Board (wall mounted)	✓	✓
Flip Chart (free standing)	✓	✓
Flip Chart (wall mounted)	✓	✓
OHP and Screen	✓	✓
TV Monitor (remote control)	✓	✓
Video Player (remote control)	✓	✓

The following can be provided by prior arrangement:

- Photocopying
- Telephone
- Faxes - Incoming/Outgoing
- Buffet Lunches

Catering

Soup and rolls £1.95

Desserts £1.95

Menu One	Menu Two	Menu Three	Menu Four
<p>A selection of sandwiches on white and brown bread a selection of home made cakes fruit basket £5.50</p>	<p>Hot baked potatoes with a selection of fillings cheese, coleslaw, cottage cheese, prawns, Plus an array of salad Home made cakes and a fruit basket £6.20</p>	<p>Selection of sandwiches on white and brown bread, Sausage rolls vegetarian quiche spicy chicken wings Hot savouries, crudities tortilla chips and dips Cheese and pineapple Cheese straws Selection of home made cakes and fruit basket £7.20</p>	<p>Cold Ham, Beef, Turkey Vegetarian quiche Hot potatoes and bread rolls Selection of salad and coleslaw waldoff salad rice mixed salad Home made cakes and fruit basket £9.90</p>

Costs

ROOM	FULL DAY 9am to 4.30pm	HALF DAY 9am to 12.30pm <u>or</u> 1pm to 4.30pm
BRECKNOCKSHIRE SUITE	65.00	32.50
RADNORSHIRE SUITE	97.00	50.00
MONTGOMERYSHIRE SUITE	110.00	55.00

Prices include the use of:

- TV Monitor (not Brecknockshire Suite)
- Video Player (not Brecknockshire Suite)
- Overhead Projector and Screen
- Drywipe Board
- Flip Chart

TEA/COFFEE & BISCUITS: £2.50 per head (unlimited quantity)

PHOTOCOPYING: 10p per A4 sheet

Terms and Conditions

1. The number of expected delegates must be forwarded with confirmation of booking.
2. **All visitors are required to complete the Attendance Record form.**
3. The hirer shall be responsible that good order is kept on the premises during the hiring.
4. The hirer shall be responsible for the appropriate use and security of any equipment situated in the room(s) hired and also for any damage to the premises.
5. Failure to give notification of cancellations will result in a full hire cost being levied. A 50% cancellation fee will be levied for cancellations notified within 2 weeks of the booking.
6. All alterations or cancellations of catering bookings must be notified 3 clear working days in advance or the hirer shall be liable for the full cost of the booking.
7. All cancellations should be made in writing to the address specified on the booking form.
8. Lantra shall not be responsible for loss of or any damage to any property arising out of the hiring.
9. Hirers must vacate the room by the agreed time and notify the office staff on leaving.
10. The hirer shall, at the end of the hiring, leave the premises in an orderly state.
11. Customers park their vehicles on the showground at their own risk. Lantra is not responsible for any loss or damage occurred.

Please complete and return this booking form
no later than one week before date of booking to:

Lantra, Royal Welsh Showground, Llanelwedd,
Builth Wells, Powys, LD2 3WY

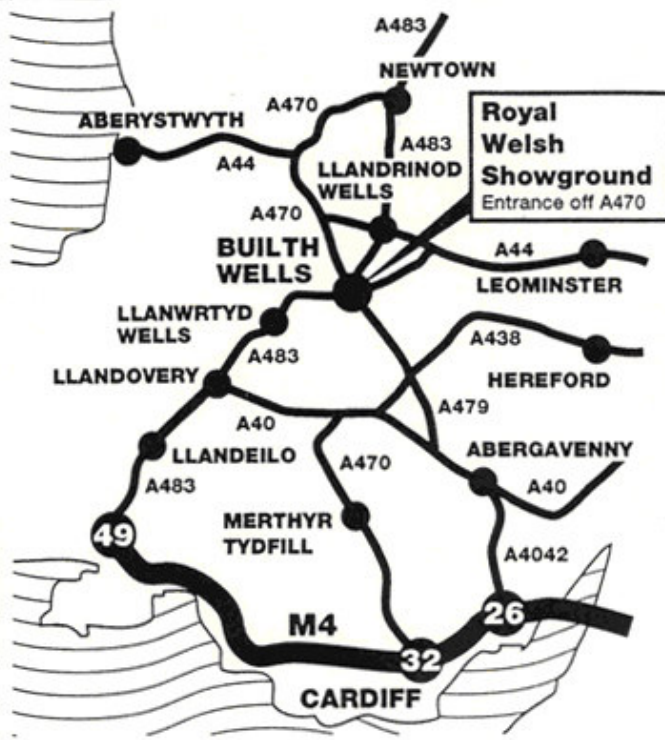
Tel: 01982 552646: Fax 01982 552523:
email: hayley.cleaver@lantra.co.uk

COMPANY NAME	
COMPANY ADDRESS	
CONTACT NAME	
TELEPHONE NUMBER	

ROOM NAME(S)	
DATE(S) ROOM REQUIRED	
COURSE TITLE	
NUMBER OF DELEGATES	

TIME ROOM REQUIRED <i>Please State Time Of Arrival & Departure</i>	MORNING (9am to 12.30pm)	
	AFTERNOON (1pm to 4.30pm)	
	FULL DAY (9am to 4.30pm)	
LAYOUT OF ROOM <i>Please Note Maximum No's On Enclosed Leaflet</i>	BOARD ROOM <input type="checkbox"/>	CLASSROOM <input type="checkbox"/>
	HERRINGBONE <input type="checkbox"/>	HOLLOW SQUARE <input type="checkbox"/>
	THEATRE <input type="checkbox"/>	U-SHAPE <input type="checkbox"/>
EQUIPMENT <i>* Please Detail</i>	TV/Video <input type="checkbox"/>	OHP/Screen <input type="checkbox"/>
	Powerpoint (£50 Hire Charge) <input type="checkbox"/>	*Additional <input type="checkbox"/>
	Video Conference Facilities <input type="checkbox"/>	Internet Access <input type="checkbox"/>
REFRESHMENTS - <i>provided by Lantra</i>	COFFEE/TEA & BISCUITS	@ £2.50 per delegate, unlimited <input type="checkbox"/>
	BUFFET (exact numbers for buffet required at least 3 days in advance)	PLEASE STATE MENU CHOICE:

I have read and agree by the Terms and Conditions provided:		
Signed: _____	Capacity: _____	Date: _____
Received and checked by Lantra: _____ Date: _____		



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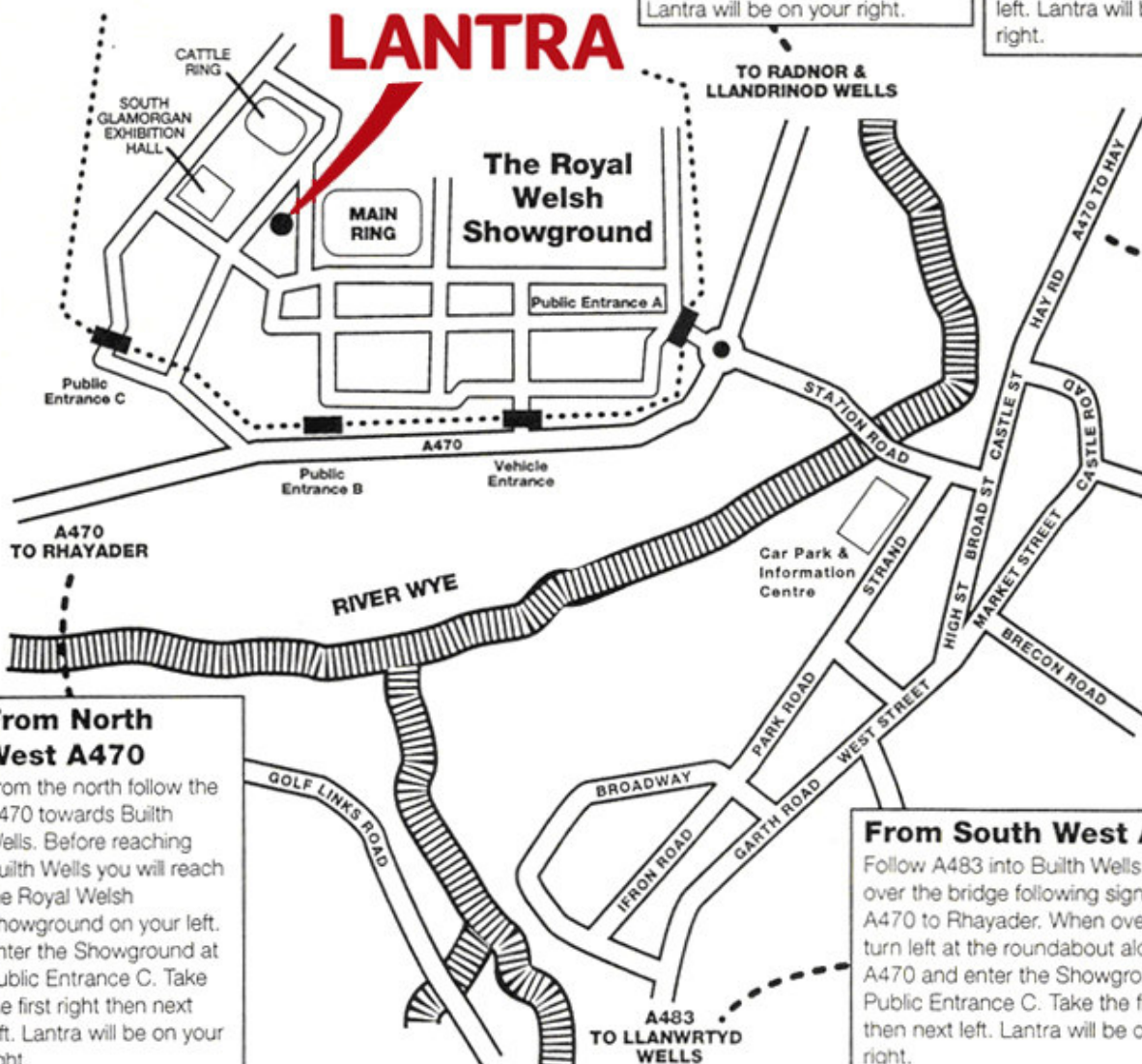
Lantra, Royal Welsh Showground, Llanellwedd,
 Builth Wells, Powys LD2 3WY
 Tel: (01982) 553131 Fax: (01982) 553923

From North East A483 or A481

Head towards Builth Wells, through Llanellwedd until you reach the Royal Welsh Showground. Go straight across the roundabout following the A470 around the Showground to enter at Public Entrance C. Take the first right then next left. Lantra will be on your right.

From South East East A470

Follow A470 into Builth Wells. Turn right over the bridge then take the first left at the roundabout along the A470 and enter the Showground at Public Entrance C. Take the first right then next left. Lantra will be on your right.



From North West A470

From the north follow the A470 towards Builth Wells. Before reaching Builth Wells you will reach the Royal Welsh Showground on your left. Enter the Showground at Public Entrance C. Take the first right then next left. Lantra will be on your right.

From South West A483

Follow A483 into Builth Wells. Turn left over the bridge following signs for the A470 to Rhayader. When over the river turn left at the roundabout along the A470 and enter the Showground at Public Entrance C. Take the first right then next left. Lantra will be on your right.

MAPS ARE NOT TO SCALE