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### Conference Office

Penbryn, Penglais, Aberystwyth, SY23 3BY

T:01970 621960  E: conferences@aber.ac.uk W: [www.aber.ac.uk/en/visitors/](http://www.aber.ac.uk/en/visitors/)

## EDUCATIONAL GROUP BOOKINGS 2022/23

##### This form is intended for educational parties only.

**DATES AVAILABLE**

Our **Bunkhouse** accommodation is available throughout the academic year (please contact the office for details)

##### Full availability:

Monday 3rd July 2022 - Sunday 3rd September 2023

## TARIFF

##### Prices are per person per night, exclusive of VAT

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| **Bedrooms** | **BUDGET PENBRYN** | **BUNKHOUSE** | **STANDARD** | **ENSUITE** | **ENSUITE PREMIUM** |
| **Self-Catering**  | **£22.00** | **£25.00** | **£25.00** | **£30.00** | **£35.00** |

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| --- | --- |
| **Breakfast** | **£7.25** |
| **Packed Lunch (no drink)** | **£5.95** |
| **500ml bottled water** | **£1.00** |
| **2 Course Lunch/Evening Meal** | **£8.95** |

*Under the HM Customs and Excise VAT (Education) Order 1994, the above provisions are VAT EXEMPT if supplied from Aberystwyth University to another education provider who is an ‘Eligible Body’ under the terms of the order. Please note that charges for staff are subject to VAT in all cases.*

Please complete and return this form, together with your **Child Protection Policy** and **Risk Assessment** as soon as possible. This will constitute a firm reservation under our *Terms and Conditions*, which you should find enclosed with this booking form. If this information has been omitted please contact the office to request a copy.




##### Name of School / College / Group: \_

1. **Address:**

**\*Postcode:**

**(\*compulsory)**

1. **Organiser’s Name:** (print) **\*Tel:** \_

##### \*Mobile: \*E-mail:

1. **Dates: \***Arrival Date: Approx. Time:

\*Departure Date: Approx. Time:

*You are welcome to arrive at the University at any time on the date of your arrival however please note check-in for accommodation is from 3pm. It is sometimes possible to arrange an earlier check-in time but this is dependent on the days other arrivals and departures. We can provide luggage storage if required and this can be arranged at no additional cost.*

1. **Numbers: \***Number of Staff: (Male: Female: )

\*Number of Students: (Male: Female: )

\*School Year:

##### Do you require parking for a buses or minibuses? How many?

Do you require accommodation for a coach driver(s)? YES Number of Driver(s): NO

*Coach drivers are charged at the same tariff as the rest of group.*

##### We endeavour to accommodate coach drivers in en-suite rooms however this is not always possible and dependent on availability. Please check with the conference office at time of booking.

1. **Accommodation Required** (please tick the appropriate box)

 Standard  En-Suite  Premium En-Suite

1. **Meals.** Please indicate numbers for each meal required below.

*Please be aware that there may be queues during busy periods, we may contact you for a preferred dining time should overall numbers exceed our dining room capacity.*

Please tick the box if driver is included in the numbers 

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| **Date PLEASE LIST DAYS** | **Number of Breakfasts**7.30-10.00 am | **Number of Cooked Lunches**12.00 -14.00 pm | **Number of Packed Lunches**Collect during breakfast | **Number of Evening Meals**17.00– 19.00 pm | **Preferred Time for Breakfast & Evening Meal** |
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##### (a) List of Residential Group Members

Please supply a **full list of names of ALL attending at least four weeks before the arrival date.**

We need your numbers to be as accurate as possible. We will send you the bedroom allocation sheets for your completion and return.

**Please mark male (m) and female (f) for ALL students as well as staff clearly.**

**The University requires an authorised adult to be roomed within each flat, and take responsibility for the minors in that flat. Please contact us to discuss if this causes any issues for your group.**

**(b) Allergies and Special Dietary Requirements**

Where possible we will try to cater for special dietary requirements. Although we provide a vegetarian option for all self-service lunches and evening meals we would ask you to give numbers of vegetarians and notice of special dietary requirements for your group. Please see attached leaflet for guidance.

##### We cannot guarantee that our food does not contain traces of nut or other products. Please make our catering staff aware of any food allergy and if in doubt ask for assistance.

1. **Meeting/Teaching Rooms & Laboratories**

Do you require the use of these rooms? **YES** **NO IMPORTANT INFORMATION**

Rooms can be provided on weekdays, from **8:00am to 21:00pm,** free of charge. **If you require rooms on Saturdays or Sundays or after 21:00 hrs on weekdays there may be a charge of £24 per hour**. Rooms are **limited** (especially during the academic session) so please do not book a room unless you use it, if you do not require the use of your room(s) at any time during your stay, you must inform the Conference Office on 01970 621960**.** Failure to notify and/or a late finish exceeding 21.00pm will incur a charge.

**You may be asked to sign in and out of the meeting room(s).**

**Types of room available:**

**Lecture Room** – fixed seating in flat-floored room with white/blackboard/data projector

**Lecture Theatre** - tiered fixed seating and desks with white/blackboard/data projector

**Seminar Room in Academic Building** – flexible room layout with white/blackboard/data projector

**Science Laboratory** – fixed benches and moveable seating

**Computer Rooms** – fixed seating in flat-floored room with white/blackboard and computers

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| --- | --- | --- | --- |
| **Date** | **Specific times required (e.g. 09.00-17.00)** | **Number of students in the room** | **Type of room required** |
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##### Do you require access to a computer during your stay? YES NO

Wi-Fi access is available on-site. Please see the following link for more information:

<http://www.aber.ac.uk/en/is/wireless/visitors/>

##### Do you require fieldwork equipment? YES NO

The University stocks a limited range of fieldwork equipment to use free of charge. If you wish to use

Fieldwork equipment please complete and return the Fieldwork Equipment Form that should accompany this document (if not please request a copy)

##### VAT Exemption

If your booking qualifies for VAT exemption, please complete the VAT exemption form overleaf before returning this booking form.

##### Other Services

The Conference Office can facilitate contact with a range of other service providers that may enhance your visit with us at the University. Please tick the appropriate box to indicate your interest in this service and we will contact you to make the necessary arrangements.

##### The University’s Schools Liaison Team 

(Can offer a range of services including campus tours and talks)

##### Academic Lecturer 

(Can offer advice and guidance on fieldwork opportunities)

##### University Sports Centre 

(To arrange exclusive use of our sports facilities for group activities)

##### National Library of Wales 

(Provide exclusive tours and a fascinating insight to the work of the National Library)

##### Booking

Please sign and date below, and return to the Conference Office.

No booking can be confirmed until we have received an acceptable **Risk Assessment, Child Protection Policy and DBS Policy** for your visit.

No deposit is required – all costs are payable in full upon receipt of invoice issued after your visit.

*To be completed by the person making the booking:*

I certify that I am duly authorised on behalf of my organisation to make this booking and to act as representative of all members in my party.

I agree to abide by the Terms and Conditions and Accommodation Bookings –Additional Clarification of terms & Conditions enclosed with this form.

##### Failure to notify a change in numbers AT LEAST 3 working days prior to arrival will be charged for. All amendments and/or cancellations must be made in writing or by email.

Print Name of Organiser:

Position within Organisation:

Signed Date

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### Application for VAT Exemption of Education Supplies at Aberystwyth University 2022/23

If you are organising an educational visit or summer school at Aberystwyth University in 2022/23, the supplies of residence and catering **may** be liable for exemption of VAT. Please read, complete and sign this declaration form if your group can satisfy the necessary requirements.

**Name of organisation: Date of Visit:**

I declare that the visit/course being held at Aberystwyth University is:

1. provided by an ‘Eligible Body’ as defined in the VAT (Education) Order 1994 (see definition of ‘Eligible Body’ below)
2. the subject matter of the visit/course is educational, research or vocational training
3. the catering and accommodation provided will be used directly by my students/delegates
4. a charge is being made to the students/delegates for this supply by my school/college

**Signed: Position: \_**

**Date:**

An organisation is an ‘Eligible Body’ if it falls into one of the categories below:

* 1. Schools
	2. Universities
	3. Higher Education Institutions
	4. Foreign Language Schools
	5. Some Public Bodies:
		1. UK Government Departments
		2. UK Local Authorities
		3. UK Non-Profit making agencies/companies performing functions that were previously undertaken by Government Departments.

If the decision to exempt a course of conference is successfully challenged by HM Customs and Excise, then the University reserves the right to pass on to the client and additional VAT charge which may become due.