



Tunncliffe Room Booking Form

Contact Name			
Telephone Number			
Email Address			
Billing Address			
Event			
Event Date			
Day Time Bookings	Full day 9:30am – 5:00pm	Half day 9:30am – 1:00pm	Half day 1:30pm – 5:00pm
Evening Bookings <small>Please note all evening bookings after 5pm will be charged by the hour, and the building must be vacated by 9pm at the latest</small>	Start Time		End Time
Number of people Max 40			
Room Layout Request			
Room Requirements	Whiteboard	OHP (laptop compatible)	Flip Chart
Any Other Requirements			
Please note we will do our best to adhere to any other requirements you may have but this may not always be possible Refreshments to be arranged through Gwennan Rowlands at the Blas Mwy Café 01248 751516			

Signature Date

Room booking will be confirmed upon return of completed form to Oriel Môn, Rhosmeirch, Llangefni, Ynys Môn. LL77 7TQ

For any other information please contact Betsan Lloyd on 01248 752012 / BetsanLloyd@anglesey.gov.uk