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**INDIVIDUAL BOOKING**

**Accommodation Booking: BUNKHOUSE, Self-Catered Flats Available: Year Round**

The Conference Office is delighted to offer self-catering accommodation in our Bunkhouse residence throughout the year. Flats are arranged with either six, seven or eight bedrooms and are located on ground, first and second floors. Please note there are no lifts between floors.

All bedrooms are made up with bed linen and a medium towel is provided. Kitchens are fully equipped including all cutlery, cooking utensils, cooker, microwave, fridge and freezer. Each flat contains two restrooms and two shower rooms.

You are booking on an individual basis and therefore you / your party will be sharing a flat with other guests. Please respect and be mindful of other guests during your stay.

Your booking includes complimentary access to our Sports Centre which includes a swimming pool and gym so be sure to pick up your Sports Passes at reception when collecting your keys.

**Additional Information**

Accommodation can be booked on a B&B, half-board or full-board basis and additional information can be found on our webpages. Alternatively you can contact us via email or phone to discuss your booking.

For***Terms & Conditions***please visit our website:<https://www.aber.ac.uk/en/visitors/terms&conditions/>

**How to Book**

Please see our booking form below. A signed booking form is needed to place a booking and payment will be arranged via the Conference Office. Please note your booking is not confirmed until a signed booking form has been received, payment (if required) has been made, and booking confirmation sent via the Conference Office.

On receipt of your completed booking form you will receive an acknowledgment of booking with check-in instructions including a campus map and parking permit if requested. It is your responsibility to forward these, and our terms and conditions, to your guests should they be arriving independently.

The Conference Office, Aberystwyth University, Penbryn, Penglais, Aberystwyth, SY23 3BY

T:01970 621960 E:conferences@aber.ac.uk W:www.aber.ac.uk/en/visitors/

**BOOKING FORM 2018/19**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
| Address |  | | | | |
| Tel no. |  | | ☐ | | Please indicate which number we can call you on to take card payment if required. |
| Mobile no. |  | | ☐ | |
| Email |  | | | | |
|  | | | | | |
| Arrival Date |  | Departure Date | |  | |

**Please tick the box that applies and fill in the details below:**

***The following nightly rates apply:***

|  |  |  |  |
| --- | --- | --- | --- |
| Duration | Special Aber 7s Rate | Standard Rate | Educational Rate\* |
| 1 Night |  | £36.00  ☐ | £24.25  ☐ |
| Up to 14 Nights | £24.00  ☐ | £30.00  ☐ | £19.25  ☐ |
| More than 14 Nights |  | £24.00  ☐ | £17.50  ☐ |

|  |  |  |
| --- | --- | --- |
| **Number of rooms:** | **Number of nights:** | **Booking Total (£):** |

\**Under the HM Customs and Excise VAT (Education) Order 1994, the above educational rates 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.*

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|  |  |  |  |
| --- | --- | --- | --- |
| *Please note:*  *Bookers are responsible for ensuring compliance with AU Policies including the Safeguarding Policy, and Risk Assessment which are outlined within the Terms & Conditions.* | | | |
| I confirm that I have read and accepted the booking terms and conditions:   * ‘Terms & Conditions 2018’ * ‘Clarification of Terms & Conditions Relating to Visitor Accommodation’ * ‘Privacy Statement 2018’   I confirm that I will ensure that all residential guests receive the booking terms above.  I confirm that I understand I / my group will be sharing the flat with other guests.  I confirm that I am authorised to make this booking.  Email submissions – Please place an ‘X’ in the box to confirm and accept the statements above: ☐ | | | |
| **Signed** |  | **Date** |  |

|  |  |
| --- | --- |
| **For Health & Safety and Fire Evacuation Purposes please provide the names of the guests that will be staying with us. Please advise if any guests are under 18 Years old.** | |
| Guest 1 |  |
| Guest 2 |  |
| Guest 3 |  |
| Guest 4 |  |
| Guest 5 |  |
| Guest 6 |  |
| Guest 7 |  |

**Please complete and return this form to** [**conferences@aber.ac.uk**](mailto:conferences@aber.ac.uk)

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