

## Croeso / Welcome

The Conference Office is delighted to offer a range of self-catering accommodation to visitors attending the Ceramics Festival 2015. We will be providing both standard and en-suite single rooms, all centrally located on the main Penglais Campus and Student Village (Pentre Jane Morgan), and within easy reach of the Arts Centre.

**En-suite:** Single bedrooms in Rosser Hall of Residence. There are 8 bedrooms per flat plus a fully equipped kitchen/diner. There are a limited number of en-suite bedrooms available.

**Standard:** Single bedrooms in various self-catering halls of residence and our Student Village, Pentre Jane Morgan. Flats range from 7 to 9 bedrooms per unit, each with a fully equipped kitchen/diner and shared bathroom/toilet. Houses in Pentre Jane Morgan have 5/6 single bedrooms with shared bathroom/toilet and fully equipped kitchen/diner. All bedrooms are made up with bed linen and a medium towel is provided. The kitchens are equipped with cooker, microwave, fridge-freezer, pots and pans, crockery and cutlery. All flats have ground, first and second floors. There are no lifts between floors, and as the campus is situated on a hill some residences have steep inclines.

**Special requirements** – if you, or any member of your group, has any medical or special requirements please contact the Conference Office for advice before making a booking.

**Please note all rooms are single occupancy only, and all residents must be aged 18 or over.**

Availability is on a **'first come, first served basis'** and visitors are advised to book as early as possible to avoid disappointment. We have a limited number of en-suite rooms and cannot guarantee that these will be available.

### Costs (VAT inclusive):

	Min 2 nights – single occupancy only
Single Standard	£30.00 per room per night
Single En-suite	£36.00 per room per night

On receipt of your completed booking form and payment you will be emailed confirmation and acknowledgment of booking and payment, residence location with a campus map and parking permit if requested. Any amendments and/or cancellations must be via email/letter.

Please see our full terms and conditions on our website at [www.aber.ac.uk/visitors](http://www.aber.ac.uk/visitors)

Information for festival tickets should be made to the Arts Centre on 01970 623232

**Your contact for all University accommodation information is:**  
**The Conference Office, Aberystwyth University, Penbryn, Penglais, Aberystwyth, SY23 3BY**  
Tel: 01970 621960 Fax: 01970 622899 Email: [events@aber.ac.uk](mailto:events@aber.ac.uk)

# INTERNATIONAL CERAMICS FESTIVAL 2015

**PERSONAL DETAILS** - please complete and return with name(s) of persons requiring accommodation

Surname:		Title:
Forenames:		
Address:		
		Postcode:
Names of other residents:		
Tel no.:	Mobile no:	Email:

## ACCOMMODATION REQUIREMENTS

Please indicate numbers of rooms required and dates, min 2 nights, rooms are subject to availability:

Standard @ £30 per room per night  En-suite @ £36 per room per night

Thursday 2 <sup>nd</sup> July	Friday 3 <sup>rd</sup> July	Saturday 4 <sup>th</sup> July	Sunday 5 <sup>th</sup> July

Please ensure full payment accompanies each booking form. Bookings with incorrect payment will not be confirmed until full/correct payment has been received. Payments by cheque or bankers draft must be in pounds sterling, drawn on a UK bank account and made payable to Aberystwyth University. Refunds for cancellations will be as follows:

*Cancellation up to 15<sup>th</sup> May 2015 – refund less 25% Cancellation charge, between 16<sup>th</sup> May and 16<sup>th</sup> June 2015 – refund less 50% Cancellation charge, after 16<sup>th</sup> June 2015– **NO REFUND***

I confirm that no member of this party is barred from applying for AU Managed Accommodation. I confirm that I have read and accepted the booking terms as in 'Accommodation Bookings – additional clarification of terms and conditions' and 'Conditions of use of visitor accommodation & facilities at Aberystwyth University' I confirm that I will ensure that all residential guests receive the booking terms above. Bookers are responsible for ensuring compliance with AU Policies including the Safeguarding Policy, and Risk Assessment.

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: ☐

**SIGNATURE TO ACCEPT TERMS AND CONDITIONS:** .....

Total Amount £  Cheque  Credit Card  (Visa, Mastercard, Switch/Maestro, Visa Delta only)

* Please charge card	Number																	Amount £
Expiry					Issue Number (Switch/Maestro)			Start Date					Security no.					

**Please return your completed booking form to:**

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

Tel: 01970 621960 Fax: 01970 622899 Email: [conferences@aber.ac.uk](mailto:conferences@aber.ac.uk)