***St Davids Diocesan Office***

***Ffurflen Archebu Ystafelloedd / Room Hire Booking Form***

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| --- | --- |
| *Dyddiad heddiw / Today’s Date:* |  |

|  |  |
| --- | --- |
| *Dyddiad i’w archebu / Date of booking:* |  |

|  |  |  |
| --- | --- | --- |
| *Amser / Time:* | *O / From:*  | *Hyd at / To:*  |

*Enw’r grŵp/gymdeithas / Name of group/organisation:*

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| --- | --- |
| *Defnydd o’rystafell ar gyfer? E.e. hyfforddiant, cyfarfod pwyllgor / Use of Room for? i.e. training, committee meeting:*  | *Uchafswm o bobl yn mynychu / Maximum Number of persons attending:*  |
|  |  |

*Enw a rhif ffôn y person cyswllt / Name and telephone number of contact:*

|  |  |
| --- | --- |
| *Enw / Name:*  | *Rhif ffôn / Tel No:*  |

|  |  |  |
| --- | --- | --- |
| *Wedi archebu ystafell tu allan i oriau’r swyddfa o’r blaen? /* *Previously hired room out of hours?* | *IE / YES* | *NA / NO* |

|  |  |  |
| --- | --- | --- |
| *Casglu allweddi o Swyddfa’r Esgobaeth yn ystod oriau gwaith? / Collecting keys from Diocesan Office during working hours?*  | *IE / YES* | *NA / NO* |

*Os IE, pa amser, dyddiad ac enw’r person sy’n casglu / If YES, what time, date and name of person collecting:*

|  |  |  |
| --- | --- | --- |
| *Dyddiad / Date:* | *Amser / Time:* | *Enw / Name:* |

|  |  |
| --- | --- |
| *Os na, pa amser fyddwch chi’n cyrraedd ar y diwrnod? /* *If No, what time will you be arriving on the day? :*  |  |

|  |
| --- |
| *Bydd angen defnydd o’r canlynol? / Will use of the following be required? :* |
| *Llyfrgell ? / Library ?* | *BYDD / YES* | *NA FYDD / NO* |
| *Teledu – gliniadur ? / TV - Laptop ?* | *BYDD / YES* | *NA FYDD / NO* |
|  *Siart troi? / Flipchart ?* | *BYDD / YES* | *NA FYDD / NO* |

Please email the completed form to: diocese.stdavids@churchinwales.org.uk

Or post to: St Davids Diocesan Office, Abergwili, Carmarthen SA31 2JG