

(English Below)

Gweithdrefn Archebu Ystafell

Undeb Myfyrwyr Prifysgol Aberystwyth



Pa ystafelloedd sydd ar gael i gymdeithasau/clybiau eu harchebu?

- Stondin Hyrwyddol*
- Ystafell Gyfarfod*
- Ystafell Bwyllgor*
- Tŷ Lluniau*
- Prif Ystafell*

*Mae pob ystafell yn rhad ac am ddim yn dibynnu os ydynt ar gael.

Ffurflen Archebu*

Enw:	
Enw Cymdeithas/Clwb:	
E-bost:	
Rhif Ffôn Cyswllt:	
Math o ddigwyddiad (e.e. cardiau, noson ffilmiau):	
Nifer presennol:	
Preferred Date (please provide alternatives):	
Amser (Cychwyn a Gorffen):	
Ble? <ul style="list-style-type: none">- Stondin Hyrwyddol (specify where)- Ystafell Gyfarfod- Ystafell Bwyllgor- Tŷ Lluniau- Prif Ystafell	
Gofynion Ychwanegol a Pharatodau: <ul style="list-style-type: none">- Byrddau- Cadeiriau- Cynllun (theatr, ystafell ddosbarth, cabaret, pwyllgor)- PA/Microffon- Llwyfan- Taflunydd (ar gael yn y Tŷ Lluniau a'r Ystafell Bwyllgor)- Pwynt gwefru Rhynggrwyd	
Gofynion Arbennig:	

*Noder bod yna gyfyngiad ar nifer yr ystafelloedd sydd ar gael yn ystod adegau prysur, rydym yn argymhell eich bod yn gwneud trefniadau eraill rhag ofn nad ydych yn llwyddo i archebu ystafell. Nid yw cwblhau'r ffurflen hon yn sicrhau y bydd ystafell gennych ar ôl archebu. Ar ôl cyflwyno'ch ffurflen i'r hwb neu undeb@aber.ac.uk arhoswch am e-bost cada.

Room Booking Procedure

Aberystwyth University Students' Union



What rooms are available for societies/clubs to book?

- Promotional Stall*
- Meeting Room*
- Committee Room*
- Picture House*
- Main Room*

**All are free of charge and subject to availability.*

Booking Form*

Name:	
Society/Club Name:	
Email:	
Contact Telephone Number:	
Type of Event (e.g. playing cards, film night):	
Number of Attendees:	
Preferred Date (please provide alternatives):	
Time (Start and End):	
Where? <ul style="list-style-type: none">- Promotional Stall (specify where)- Meeting Room- Committee Room- Picture House- Main Room	
Additional Requirements/Preparations: <ul style="list-style-type: none">- Tables- Chairs- Layout (theatre, classroom, cabaret, boardroom)- PA/Microphone- Stage- Projector (available in Picture House and Committee Room)- Internet port	
Special Requirements:	

**Please note that availability of rooms at peak times are very limited, therefore we recommend that you have measures in place if you are unsuccessful in obtaining a room. Completion of this form does not guarantee a room booking. After submitting your form to the hub (reception) or union@aber.ac.uk please await a confirmation e-mail.*

Room Capacities and Layout Options (Approximately)

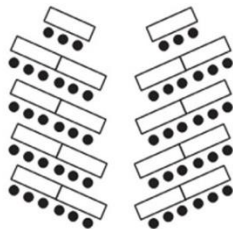
		<i>Main Room</i>	<i>Picture House</i>	<i>Committee Room</i>	<i>Meeting Room</i>
<i>Room layout</i>	Theatre	200	95	50	-
	Classroom	84	32	24	-
	Cabaret	152	72	-	-
	Boardroom	36	36	12	8

*With cleared raised area

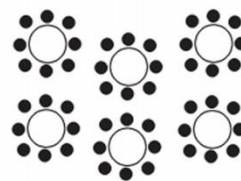
Theatre



Class Room



Cabaret



Boardroom

