

## Information for User Groups and Individuals

### Times available

- Monday to Friday for regular or occasional use; Saturday for occasional use (the Canolfan is closed on Sundays)
- Bookings will be accepted on a first-come-first-served basis, with regular users able to book a block of sessions

### Eligible groups/activities

The following groups and activities are welcomed:

- Individuals
- Community groups
- Clubs and societies
- Voluntary organisations
- Businesses
- Social functions
- Children's parties
- Coffee mornings
- Parent and toddler groups
- Training events
- Meetings

### Requirements of groups

- Leaving the facilities as you found them (and reporting any problems you encounter)
- Undertaking to be responsible for any damage caused by your group
- Having appropriate insurance cover (please speak to the Canolfan manager for further details)
- Abiding by all rules of the Centre, including Health & Safety and Safeguarding policies
- Using only the facilities that you have booked, during the times you have booked them (if you use extra facilities, or for longer, you will be charged for them); please allow for setting up and clearing up in the time booked

### Restrictions

Because of legal constraints and the Trust Deed of the owner of the building (Penrallt Baptist Church), the following activities are not allowed on the premises:

- Sale or consumption of alcohol
- Gambling (raffles are allowed, but not prize draws)
- Promotion of any religion or world view other than the Christian faith
- Immoral or illegal activities
- Smoking is prohibited inside the building (and for those smoking outside we would also request that they do so well away from entrances)
- Other activities which the owner may deem inappropriate

We also ask you not to bring dogs, apart from assistance dogs, or other animals into the building. If you are not sure about whether your activities would be allowed, please contact the Canolfan manager (contact details at the bottom of the next page).

## Booking fees

Note that times are always rounded up to the next full hour (e.g. a booking for 2.5 hours will count as 3 hours for fee purposes).

- Community groups are groups and clubs which encourage and support community life in Bangor and Arfon by running activities open to all
- Private functions are bookings where entry is restricted to those invited by the organiser
- Eligibility for community group rates is at the discretion of the Canolfan manager and trustees.

**The basic rate for hall bookings is £20/hour.** For community groups a reduced rate of £10/hour is charged for the second and subsequent hour of each session, while private functions are charged at the basic rate throughout. Use of the kitchen for making drinks is included in the hire fee (please provide your own tea, coffee, milk etc.); for more substantial use of the kitchen there is an additional charge of £5/hour.

Our small meeting room, the Twrgwyn Room, costs £10/hour to book, or £5/hour for the second and subsequent hours with the community group discount. Provided there is no activity in the hall at the time, the kitchen may be used for drinks (as noted above) for Twrgwyn Room bookings.

Ordinarily the hall, kitchen and Twrgwyn Room are the only parts of the building available for hire. Other areas may be available in certain circumstances; please contact the Canolfan manager to discuss this.

***Cancellation: A booking may be cancelled up to noon on the previous working day without charge; otherwise the full hire fee will be charged (unless reduced at the discretion of the Canolfan manager).*** In case of emergency it may be necessary for us to close the Canolfan or cancel bookings at short notice, though we will endeavour to give you as much warning as possible in such cases.

## Payment

- Invoices will be issued for all bookings, with a 28 day payment term
- Invoices for single bookings will be issued on the day of the booking or shortly afterwards
- Invoices for short-term block bookings will be issued at the end of the block.
- Regular users shall pay quarterly or in suitable instalments
- Payment may be by cash, cheque or, preferably, BACS
- Receipts can be provided on request

## Booking forms

- These are available from the Canolfan manager (see contact information below)
- A booking form is needed for each booking (different combinations of rooms will need separate forms); confirmation of booking requires receipt of a completed form, as well as proof of suitable insurance, and approval from the trustees

## Viewing the facilities

If you would like to see the facilities before you book, please contact the Canolfan manager to arrange a suitable time to visit.