

## Information for User Groups and Individuals

### Facilities available

- Hall (seats up to 60)
- Kitchen
- Crèche room (suitable for up to 5 under-3s)
- Twrgwyn Room (up to 15 people, accessible to wheelchair users)
- Upper Room (up to 15 people, upstairs)
- Simple PA system
- Whiteboard
- Flipchart stand
- CD player
- Data projector

### Time available

- Monday to Friday 9:00am – 10:00pm for regular use; Saturday for occasional use
- Earlier or later use may be possible with an extra charge
- Bookings will be accepted on a first-come-first-served basis, with regular users being 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
- Undertaking to be responsible for any damage caused by your group
- Having appropriate insurance cover (please discuss this with the Bookings Manager)
- Abiding by all rules of the Centre, including Health & Safety and Child Protection policies
- Use 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)

## Booking fees

Room Combination (rate per hour)	Community Groups		Private Functions	
	First hour	Subsequent hours	Not for profit	For profit
Main Hall	£11	£5	£11	£45
Main Hall + Kitchen and/or Crèche	£14	£7	£14	£50
Meeting Room	£6	£3	£6	£25
Meeting Room + Kitchen and/or Crèche	£9	£4	£9	
2 Meeting Rooms	£10	£4	£10	
2 Meeting Rooms + Kitchen and/or Crèche	£13	£5	£13	

- Community Groups are groups and clubs based in Bangor which encourage and support community life in Bangor and Arfon by running activities which are open to all
- Private functions are bookings where entry is restricted to those invited by the organiser; these functions will be charged according to whether the aim is:
  - For profit (i.e. a business or commercial organisation) or
  - Not for profit (i.e. a private party or a voluntary sector group or charity or public body providing training or services or holding a fund-raising event)

*Cancellation: A booking may be cancelled up to noon on the previous working day without charge; otherwise the full hire fee will be charged.*

## Payment

- Regular users shall pay monthly or in suitable instalments
- Payments for single bookings are due on or before the day of the booking

## Booking forms

- These are available from the Bookings Manager (see address below)
- A booking form is needed for each booking (and different combinations of rooms will need separate forms) and confirmation of booking requires receipt of a completed form and approval from the Bookings Manager / Canolfan committee

## Activities NOT allowed

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
- Other activities which the owner may deem inappropriate

If you are not sure, please contact the Bookings Manager.