

Information for User Groups and Individuals

Covid restrictions

Please note that due to Covid regulations it is currently only possible to book the hall (with limited use of the kitchen facilities by arrangement). In order to ensure that our cleaning costs are covered, a minimum of 2 hours per session will be charged for any booking. It is necessary for all groups to provide a Covid risk assessment at the booking stage and to agree to comply with our Covid guidelines, set out in a separate document. We hope to be able to ease these restrictions as soon as possible – please check our website or contact the Canolfan bookings manager for up-to-date information.

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
- Available times may be restricted by the need for cleaning between 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

Note that some activities may not currently be possible due to Covid restrictions.

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 bookings manager for further details)
- Abiding by all rules of the Centre, including Health & Safety and Child Protection 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.

Booking fees

As indicated above, only the hall is available to book at present due to Covid restrictions. With effect from January 2022, the basic rate for hall bookings is £15/hour. For community groups a reduced rate of £5/hour is charged for the second and subsequent hour of each session, while private functions are charged at the base rate throughout. Note that times are always rounded up to the next full hour and at present a minimum fee of 2 hours will be charged per session to ensure our costs are met.

- 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.

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 bookings manager).

In light of Covid or other emergencies 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.

It is hoped that the rest of the Canolfan will soon be available once again for booking and that we will be able to remove the minimum 2 hour requirement. Further details of the fee structure for other room combinations will be published when applicable.

Payment

- Regular users shall pay monthly or in suitable instalments
- Payments for single bookings are due on the day of the booking, or within 7 days thereafter
- Invoices and receipts can be provided on request

Booking forms

- These are available from the Canolfan bookings 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 Covid risk assessment, and approval from the 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 (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

If you are not sure, please contact the Canolfan bookings manager.