



## Canolfan Gymunedol Brynaman Community Centre

Heol Cwmgarw, Brynaman, Rhydaman, Sir Gaerfyrddin SA18 1BU Ffôn/Ffacs: 01269 823400

[www.brynaman.org.uk](http://www.brynaman.org.uk) [admin@brynaman.org.uk](mailto:admin@brynaman.org.uk)

Registered Company No. / Rhif Cwmni Cofrestredig 04157991 Registered Charity No. / Rhif Elusen Gofrestredig 1092336

### Terms and conditions 2008

**Bookings:** are to be taken by phone and confirmed by booking form via e-mail/fax/post.

It must include invoicing address, contact name, tel. number & purchase order no. if required, date, times, estimated numbers, tea/coffee, lunch option and equipment required.

Changes must be given by phone and confirmed by e-mail/fax/post

Final numbers must be received at least 5 working days before booking, if numbers are greatly increased or reduced then 7 days noticed is required if lunches are involved

**Cancellation:** 14 days notice is required to cancel bookings

7 - 14 days notice 50% of room charge

7 days or less notice full room charge, and lunch costs

Morning of meeting full room charge, lunch and tea/coffee as booked

Short notice bookings, booked less than 14 days, cancellation charges at our discretion.

Where provisional bookings are made confirmation must be made within 10 days.

**7 days before** your booking please let us know your room **layout requirements** and any **equipment and stationary** needs that haven't been notified so far.

**Computer suite:** If you are to install software on the PC's you must have appropriate licences and arrangements must be made by phone to agree a time for you to install the software when the computer suite is available, this may have to be before 9am or after 5pm if the suite is in use. If you wish trainers or delegates to arrive before 9am you must let us know in advance otherwise they may not be able to gain access to the Centre. Likewise for meetings that are planned to run on after 5pm. There is a standard £20 an hour (or part of ) charge for meetings starting before 9am.

**Insurance:** All organisations must have public liability insurance before booking a room although the Centre does have Public Liability Insurance.

All rooms to be left clean and tidy on departure. Hirers shall be held liable for any damage caused to the room, furniture, fittings, equipment, décor etc whether accidental or otherwise and shall pay the costs for any such repairs if necessary.

The Centre cannot accept responsibility in respect of loss, damage or theft of articles left on the premises or in the car park.

The Centre reserves the right to close an event due to unreasonable behaviour or wilful damage and for the hirer to withdraw or cease activities which puts the attendees or the public at any risk whatsoever.

All the above relates to bookings taken for Brynaman Community Centre and these terms and conditions can vary and are subject to change as we deem necessary without notice.



## Canolfan Y Mynydd Du The Black Mountain Centre

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### Trainer and Chairperson Notes

#### Fire & Safety Information - First Floor Conference room and meeting rooms.

Final numbers of all attendees must be given to reception before any meeting starts – all participants must sign in at reception.

The trainer, chairman or organiser must ensure everybody leaves the premises at the end of the day and let reception know that everybody has left.

The smoke alarms make a high pitched sound – we will inform you if there are any fire drills planned for that day. If the fire alarm is raised please exit the premises immediately and quickly assemble by the **fire assembly point**. Check that all your colleges are accounted for, if there is anyone missing please inform a member of staff, DO NOT re-enter the building.

Please stay together until staff have accounted for everybody that should have been in the building and given the all clear to return to your room.

The **fire exit for the first floor** is situated down the side stairwell at the far end of the corridor next to the conference room.

In the event of a fire the chair lift must NOT be used. There are 2 refuge points for people in unable to walk out of the building, one next to the disabled toilet and one next to the conference room from which you can contact a member of staff trained to use an evacuation-chair. There are fire extinguishers by each fire exit and in the corridors.

#### House keeping

**Toilets** are at the reception end of the building, 1 disabled, female and male toilets are available there is also 1 disabled toilet on the 1<sup>st</sup> floor.

Water is provided in all rooms on arrival, if you need a top up at any time during the day please contact reception.

**Tea and coffee** is available throughout the day and can be taken when required, as per your booking.

**Lunch** will either be served in your room or as directed by staff, please check with reception on arrival. Please not we only allow in house catering.

**Pets:** we request that pets are not brought to meetings or left in cars, the only exception being guide or hearing dogs.

**Computer Suite:** could you please ask delegates not to touch the monitor screens as finger marks are hard to remove from the TFT screens.

**Office services and equipment:** photocopying, faxing and e-mails can be arranged in reception and can be paid for on day or added to invoice. If help is needed with any equipment please ask in reception.

**Smokers:** The Centre is a No Smoking environment therefore could smokers please leave the premises to smoke, and we ask that cigarettes and chewing gum are placed in bins provided outside the main gate.



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### Trainer and Chairperson Notes

#### Fire and Safety Information - Rooms 1 and 2, Small Meeting rooms, Library

Final numbers of all attendees must be given to reception before any meeting starts – all participants must sign in at reception.

The trainer, chairman or organiser must ensure everybody leaves the premises at the end of the day and let reception know that everybody has left.

The smoke alarms make a high pitched sound – we will inform you if there are any fire drills planned for that day.

The fire exits for the ground floor are situated

- 1) Down the corridor next to the small meeting rooms and offices and to the left.
- 2) Far end of the Library.

There are fire extinguishers by each fire exit and in the corridors. If the fire alarm is raised, please exit the premises immediately and quickly assemble by the **fire assembly point**. Check that all your colleges are accounted for; if there is anyone missing please inform a member of staff, DO NOT re-enter the building. Please stay together until staff have accounted for everybody that should have been in the building and given the all clear to return to your room.

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