



## Cadwgan Building Preservation Trust

### Hire of Premises Booking Guidance Notes

#### 1. ENQUIRIES

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To enquire about the facilities available and how to hire rooms at Cardigan Castle, please contact the Administration Officer:

Jill Horwood  
1-2 Green Street  
Aberteifi/Cardigan  
Ceredigion  
SA43 1JA

Tel: 01239 615131

Email: [cadwganbpt@btconnect.com](mailto:cadwganbpt@btconnect.com)

#### 2. BOOKING PROCEDURE

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A provisional booking may be made by telephone or email. This will be held for up to a week until receipt of a completed Booking Form. Booking Forms are available from the Administration Officer or can be downloaded from the website: [www.cardigancastle.com](http://www.cardigancastle.com) No booking is confirmed until receipt of a completed Booking Form. No deposit is required but late cancellation charges may apply. Cadwgan Building Preservation Trust reserves the right not to accept a booking.

#### 3. ROOMS AVAILABLE

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There are several rooms available for hire at the Castle:

**2 Green Street Cottages:**

*capacity 20 board room format*

This is a good sized ground floor meeting room.

**1 Green Street Cottages:**

*capacity 12 board room format*

This is a medium sized ground floor meeting room suitable for small meetings/groups.

The Cottages do not have direct disabled access, but disabled access can be made available through a rear entrance.

**Brew House:**

*Capacity 12 board room format*

This is a medium sized ground floor meeting room suitable for small meetings/groups.

Disabled access is available for this space.

The rooms in the Cottages and the Brew House are serviced by a kitchen and toilets, including a disabled toilet. Please note that these facilities may be shared if more than one group is meeting at once.

Full payment is required 1 calendar month after the booking. Cheques should be made payable to **Cadwgan Building Preservation Trust**.

#### **4. CHARGES**

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£10.00 per hour inc VAT.

#### **5. EQUIPMENT HIRE**

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A flipchart, OHP and screen can be made available for use. A separate charge may be applicable.

#### **6. CATERING**

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The kitchen has a microwave, fridge, kettle, toaster, crockery, jugs, glasses, cutlery. All of these are available for use, but should be left clean and returned to their original position after use.

#### **7. CANCELLATION**

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A hirer wishing to cancel a booking should do so by giving notice, preferably in writing, to be received by the Administration Officer not less than one week before the date booked. It is not the Cadwgan Building Preservations normal policy to give a refund in the event of a cancellation by a hirer if less than one week's notice is given. If Cadwgan BPT is obliged to cancel a confirmed booking due to circumstances beyond its reasonable control, the liability of the Cadwgan BPT to the hirer will be limited to returning any charges already paid.

#### **8. FIRE REGULATIONS AND SAFETY**

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Please acquaint yourselves with the nearest fire exits and assembly points when entering the building for the first time. The person responsible for the group should have a register of names in the event of evacuation of the building. The assembly point is at the rear of the building near the Brew House.

## **9. CHILD PROTECTION**

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Cadwgan Building Preservation Trust ensures that any Castle activity that involves children or young people is carefully organised and strict procedures followed.

For bookings involving children under the age of 18, who are not accompanied by their guardian/parent(s), you will be required to:

- tick the relevant box on the Booking Form
- arrange for the Administration Officer to see a current enhanced CRB disclosure for the person responsible for the children's/young people's activities in advance of the booking
- ensure that you see the current enhanced CRB disclosure for all the adults involved in the event for which you are responsible

## **10. TERMS AND CONDITIONS OF HIRE**

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Whilst you are using Castle premises, you are responsible, please, for:

- a. leaving the rooms you have used clean and tidy.
- b. washing and drying crockery and replacing it in the appropriate cupboards.
- c. switching off the lighting when you leave, and shutting all windows and doors (as applicable).
- d. reporting any breakages, spillages or damage to the Administration Officer.
- e. paying for the costs of damage, repair or replacement to contents or building.
- f. arranging with the Administration Officer for the loan/return of a key for access to the Premises.
- g. observing the fact that the buildings are No Smoking areas.

## **11. LIABILITY**

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The Cadwgan Building Preservation Trust accepts no responsibility or liability in respect of personal injury suffered at Castle premises or in connection with use of rooms within and accepts no responsibility or liability in respect of the loss of or damage to property suffered at Castle premises or in connection with the use of Castle premises. Users' property is not insured whilst on the premises by the Cadwgan Building Preservation Trust or on its behalf.