

Cardigan Castle Building Preservation Trust

Hire of Premises Booking Guidance Notes

1. ENQUIRIES

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

2. BOOKING PROCEDURE

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 No booking is confirmed until receipt of a completed Booking Form. No deposit is required but late cancellation charges may apply. Cardigan Castle Building Preservation Trust reserves the right not to accept a booking.

3. ROOMS AVAILABLE

There are several rooms available for hire at the Castle:

Tŷ Castell Main Meeting Room:

capacity - 40 seating only, 30 seminar format, 20 board room format

This is a large first-floor room which is well suited to meetings, conferences & small receptions. It is a light room with stunning views over the river Teifi.

Tŷ Castell Small Meeting Room x 2:

capacity 8

These are medium sized rooms ideal for small meetings/groups.

All of the above rooms are serviced by a kitchen and toilet. Please note that these facilities may be shared if more than one group is meeting at once.

Please note that the rooms above do not have disabled access.

Tŷ Castell Basement:

capacity - 12

A large room, with disabled access, separate anti-room, kitchen and toilet. This venue is suitable for a wide range of meetings, conferences, receptions. This space is available to lease as it would also make ideal office/retail space.

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

4. CHARGES

£10.00 per hour inc VAT.

5. EQUIPMENT HIRE

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

6. CATERING

The kitchen has a fridge, kettle, 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

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 Cardigan Castle 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 Cardigan Castle BPT is obliged to cancel a confirmed booking due to circumstances beyond its reasonable control, the liability of the Cardigan Castle BPT to the hirer will be limited to returning any charges already paid.

8. FIRE REGULATIONS AND SAFETY

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 bollards at the end of Green Street.

9. CHILD PROTECTION

Cardigan Castle 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

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

The Cardigan Castle 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 Cardigan Castle Building Preservation Trust or on its behalf.

4. EQUIPMENT HIRE

A flipchart, OHP and screen are available for use in both rooms. A SMART interactive whiteboard, video & DVD is also available in the Conference Room only.