

Brecon Beacons National Park Authority Room Hire Policy

The Authority makes available its meeting rooms for external hire. This policy provides information about what we will provide and what we ask of our customers. When you book you will be asked to confirm that you have read this and agree to the terms.

Availability at our meeting room is available to hire subject to our corporate needs and the availability of staff to provide the service required. The meeting room is normally only available between the hours of 9.30am and 5.00pm, but bookings outside this timeframe may be considered at the Centre's discretion.

The Authority has the absolute discretion to refuse any request for a booking from an individual or organisation if it believes that their ethos and policies in general are not compatible with National Park purposes.

At the time of booking the Authority will ask for a purchase order number and invoice the individual or organisation immediately after the event. A small charge will be applied for a booking cancelled less than 5 working days before the event, to cover administrative costs.

Payments should ideally be by BACS. Booking Arrangements those wishing to hire a room will be asked to check availability first with the Authority by telephone (01874 623366) or email before completing an online booking form (a hard copy can be supplied on request). All enquiries and booking forms should be sent to visitorcentre@beacons-npa.gov.uk.

All requirements must be clearly stated on the form to ensure that rooms and equipment can be booked for the customer, and appropriate staff support arranged. Once received, a confirmation of the booking will be emailed to the organiser and a named officer identified as the contact for all meeting arrangements. Any notices of meetings that are publicised, especially where you are expecting large numbers of the public, should advertise the maximum seating capacity to avoid disappointment or disruption if allocation is exceeded. For local government meetings we can display the statutory Notice of meeting in our reception.

Organisers will be asked to specify any access needs on the booking form. On arrival all attendees are asked to report to the National Park Authority reception which is clearly signposted from the car park. Passes will be given to organisers, depending on how many there are in the group. Please ensure that all visitors to the building sign in at reception and do not access any area apart from the meeting room booked and the toilet facilities. Organisers will also be asked to identify someone to greet arrivals in the reception area and take them up to the meeting.

Fire Procedures

- Please note that there is a red clipboard in all meeting rooms with emergency evacuation procedures.
- If the fire alarm sounds, please ensure that everyone leaves the room and assembles near the weather station on the lawns. Please note that the alarm system is tested once a week, usually on a Monday. We will let you know if a test is planned during your meeting.
- Take the clipboard and any attendance sheet you have with you so that names can be checked off in the car park.
- Please ensure that you go through these procedures at the start of the meeting so that everyone is aware of what to do in an emergency.

- On the advice of the Fire Officer and the Authority's Fire Marshall, in the event of a fire, the lead officer in the meeting should ensure that any disabled person in a wheelchair is accompanied to the fire safe area.

Use of Rooms and Equipment because the hire of rooms depends on the goodwill of our staff, all customers will be asked to look after the rooms and equipment which they hire, and to leave rooms as they found them. Damage caused to any furniture or equipment will be charged to the user organisation or individual.

Catering Tea, coffee, water and buffet lunches, sandwiches, off the daily menu can be provided in the Beacons Room or the restaurant. – Please ask for current menus.

We welcome any feedback on your room hire which will help us to improve serves. If you have any comments, compliments or complaints about the facilities or the booking procedures, please email visitorcentre@beacons-npa.gov.uk.

Many thanks for using our Room Hire – we hope to welcome you back again.

Beacons Room

At the National Park Visitor Centre

Booking Form

Thank you for your booking request. In order to confirm your booking please complete this form in full and return it to us at the address at the bottom of the page. Please note - your provisional booking will be cancelled after 7 days unless we receive your completed form. We will confirm your booking within 7 days of receipt of your completed form.

Hire details:

Hire date: _____ **Number of delegates:** _____

Hire session:

a.m. only: £35 (9.30-1.00)

p.m. only: £35 (1.30-4.30)

full day: £70 (9.30-4.30)

other, as agreed with Visitor Centre staff
(please specify) **Start:** _____ **Finish:** _____

I have read and understood the terms and conditions as sent to me

Contact details:

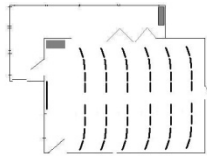
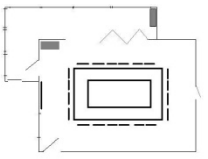
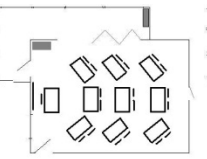
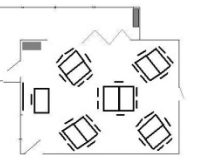
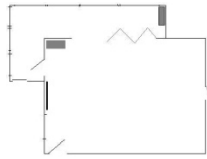
Organiser's name: _____ **Organisation:** _____

Invoice address: _____ **Daytime telephone:** _____

_____ **Postcode:** _____

Room set up style:

(larger versions of these images and more information about each set-up can be found in the booking information leaflet)

Theatre (max 50)	Boardroom (max 25)	Classroom 1 (max 24)	Classroom 2 (max 30)	Other (please specify)
				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional equipment:

You are welcome to provide your own electrical equipment if you prefer (subject to a valid Portable Appliance Test safety approval), or use a combination of your equipment and ours- e.g. your own laptop with our projector.

Prices are per half day and are inclusive of VAT.

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|--|---|
| <input type="checkbox"/> Digital projector only: £10 | <input type="checkbox"/> Projector and DVD player: £15 |
| <input type="checkbox"/> Digital projector and laptop: £15 | <input type="checkbox"/> Flipchart: £5 |
| <input type="checkbox"/> Wall space/pin-boards (free, but please inform us if you wish to use them) | |

Catering

If you require catering, please tick here

Return address: National Park Visitor Centre, Libanus, Brecon, Powys, LD3 8ER, tel: (01874) 623366, opt 1
Email: visitor.centre@breconbeacons.org

Office use only:	Date received: Fee paid:	Date passed to tea rooms: Receipt n°:	Initials: Invoice ref:
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