

Information for User Groups and Individuals

Facilities available

- Hall (seats up to 60; accessible to wheelchair users)
- Kitchen
- Crèche room (suitable for up to 5 under-3s)
- Twrgwyn Room (up to 15 people, accessible to wheelchair users)
- Upper Room (up to 15 people, upstairs)
- Simple PA system
- Whiteboard
- Flipchart stand
- CD player
- Data projector

Time 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

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

Requirements of groups

- Leaving the facilities as you found them
- Undertaking to be responsible for any damage caused by your group
- Having appropriate insurance cover
- Abiding by all rules of the Centre, including Health & Safety and Child Protection policies
- Use 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

Room Combination (rate per hour)	Community Groups		Private Functions	
	First hour	Subsequent hours	Not for profit	For profit
Main Hall	£11	£5	£11	£45
Main Hall + Kitchen and/or Crèche	£14	£7	£14	£50
Meeting Room	£6	£3	£6	£25
Meeting Room + Kitchen and/or Crèche	£9	£4	£9	
2 Meeting Rooms	£10	£4	£10	
2 Meeting Rooms + Kitchen and/or Crèche	£13	£5	£13	

- Community Groups are groups and clubs based in Bangor which encourage and support community life in Bangor and Arfon by running activities which are open to all
- Private functions are bookings where entry is restricted to those invited by the organiser; these functions will be charged according to whether the aim is:
 - For profit (i.e. a business or commercial organisation) or
 - Not for profit (i.e. a private party or a voluntary sector group or charity or public body providing training or services or holding a fund-raising event)

Cancellation: A booking may be cancelled up to noon on the previous working day without charge; otherwise the full hire fee will be charged.

Payment

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

Booking forms

- These are available from the church office (see address below)
- A booking form is needed for each booking (and different combinations of rooms will need separate forms) and confirmation of booking requires receipt of a completed form 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
- Other activities which the owner may deem inappropriate

If you are not sure, please contact us.