



PONTYPOOL COMMUNITY COUNCIL **CHAMBER BOOKING FORM**

A. INFORMATION & DETAILS OF HIRE CHARGES

Council Chamber:

£5 per hour or any part thereof

Hours: 9:00 am – 4:30 pm Monday – Thursday
9.00am - 4.00pm Wednesday
9:00 am – 4:00 pm Friday.
Other hours in negotiation with the Clerk.

Teas and Coffees and biscuits

Teas and Coffees will be charged at £1.00 per cup with a minimum charge of £5.00.

Facilities free of charge

Projector and Screen. Please note our equipment is compatible with power-point presentations and citrix enabled. Flipchart

Please indicate clearly on the form if these are required.

B. TERMS AND CONDITIONS

1. Please leave large tables where they are located. Other furniture can be moved around but the room must be left as it was found.
2. Any crockery belonging to Pontypool Community Council that is used to be cleared away by the organisation that has booked the chamber and taken to the kitchen.
3. Any food provided by an outside caterer for any organisation using the chamber must be cleaned away after use including any mess on floor.
4. If wishing to use the overhead projector it is the responsibility of the organisation to come and set up the equipment. It is the responsibility of the organisation to also put this equipment away after use in their original positions. A laptop is available although it is advisable for leaders to bring their own as memory sticks not SRS enabled may not work.
5. Any damage to the Chamber must be paid for by the organisation that has caused the damage.
6. If you fail to turn up and have not given at least 24 hours notice then your organisation may be charged for the time the room has been requested for.

C. Tea/Coffee

You will be provided with milk, sugar, tea, coffee, biscuits, a kettle, teaspoons and paper cups..

D. Course Facilitator/Visitors Book

The Course Facilitator of any meeting in the Chamber must make themselves known to staff on arrival.

IT IS THE RESPONSIBILITY OF THE COURSE FACILITATOR TO ENSURE THAT THE VISITORS' BOOK IS COMPLETED.

He/she will also be responsible for opening the automatic door for those attending the course/meeting.

PLEASE NOTE THAT IT IS NOT ACCEPTABLE TO WEDGE THE DOOR OPEN AT ANY TIME.

E. Fire Evacuation

Please ensure that you familiarise yourself with the Fire Evacuation procedures which can be found on the Council Chamber door and the wall adjacent to the fire extinguisher. You will be informed if a fire drill or fire alarm practice is due.

F. Toilet Facilities

There is a toilet situated at the end of the corridor and to the right. This is fully equipped for disabled persons.

G. First Aid

There is a First Aid Box situated on the table in the bottom corner of the room. Please inform the staff if there is an accident that needs reporting.

H. Security

Please note that when a meeting is in progress the chamber door should be kept closed. There is an automatic door leading from the foyer to the corridor with a code and the leader of the group is responsible for ensuring that people traverse through the door safely. The code will be issued to the Leader where deemed necessary but the door will not be unlocked except for the transportation of large items

Please remember that this is the COUNCIL CHAMBER for Pontypool Community Council; please treat the room with respect.

Failure to comply with the above conditions may lead to your organisation not being allowed to book the Council Chamber in future.

Thanking you for your co-operation.

PONTYPOOL COMMUNITY COUNCIL
BOOKING FORM

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| Name of Organisation: |
| Date you wish to book Chamber: |
| Time you wish to book Chamber: |
| Approximate number due to attend: |
| Contact Name and Address: |
| Telephone Number: |
| Please give name of course facilitator if different to person booking room: |
| E-mail address: |
| Will you require tea/coffee facilities? |
| Will you be providing a buffet? |
| Will you be using the projector? |
| Please indicate address for invoice if different from above: |
| Signed: |
| Position held within organisation: |

Please return this form as soon as possible to Mrs. Ruth Tucker, Clerk, Pontypool Community Council, 35A Commercial Street, Pontypool, Torfaen. NP4 6JQ. Failure to return this booking form will mean cancellation of the Council Chamber, forms may be returned via email to cchallenger@pontypoolcc.gov.uk or cpeterson@pontypoolcc.gov.uk

Office Use:

Total Number present: _____

Date Invoiced: _____