



## ORGANISATION AND RESPONSIBILITIES

### Overall Responsibility

## HIRE RATES

These are dependent upon the type of event and whether the hirer is a regular hall user or local community group.

### Rate 1: LOCAL COMMUNITY USERS

Weekly classes for local residents, Dinas Community Council, Dinas Wellbeing Hub, Playing Field committee, Dinas residents' funeral teas. (Local/Dinas residents are defined as living within the Dinas Cross Community Council area).

### Rate 2: Hire for MEETINGS or TRAINING

Meetings or training by public or charitable bodies. For example: Mountain Rescue, RNLI, National Park, St John's Ambulance and local authorities.

### Rate 3: SOCIAL EVENTS

Social events such as parties, weddings and commercial (for profit) hirers.

### Charges

Charges are according to blocks of time:

- per hour
- per morning, afternoon or evening (max of 4 hours ) eg 0800-1200/ 1300-1700/ 1800-2200
- per whole day

## CANCELLATION

If an event is cancelled:

- more than 4 weeks in advance, the full cost will be refunded;
- within 1-4 weeks of the event date, 50% will be refunded;
- less than 1 week before the event date, there will be no refund.

## KITCHEN FACILITIES

### Tea / coffee making facilities

Each room has basic tea / coffee making and washing up facilities **included** within the room hire rates including use of kettles, mugs, cups and saucers, and cutlery. Dishwashing is by hand with washing-up liquid provided. Hirers must provide their own dishcloth / tea towels, tea, coffee, milk etc.

For the main hall these facilities are in the adjoining main kitchen.

Garn Fawr has facilities inside the room.

Garn Fach has a small adjacent mini-kitchen.



## **Full Kitchen Use**

This includes use of all facilities within the main kitchen:-

- electric cooker and microwave;
- dishwasher;
- food warming cabinet;
- fridge; and
- all cooking utensils / crockery.

## **ACCESS**

The key to the front door is kept in a 'key-safe', the code for which will be given on receipt of payment. The hirer may enter Yr Hen Ysgol at the agreed booking time and must leave at the end of the session leaving the key in the 'key-safe' at all times.

**We hope you enjoy using the hall and will recommend it to others.**