

# 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

All our meeting rooms are available to hire subject to our corporate needs and the availability of staff to provide the service required. Meeting rooms are normally only available between the hours of 9.00am and 5.00pm, but bookings outside this timeframe may be considered at the Authority's discretion and in agreement with the landlord.

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.

### Scale of Charges

Prices for all rooms and services are available on our website: <http://www.beacons-npa.gov.uk/the-authority/hire-a-room>

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 624437) 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 [roomhire@beacons-npa.gov.uk](mailto:roomhire@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.

Please note that in the conference room the maximum seating for members of the public is 30 people - this is in addition to those already seated around the conference table. 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 area.

## Access to the Building

The Authority shares a car park with its landlords and there is generally space for additional cars, with some dedicated spaces for disabled parking near the reception entrance. 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. These will ensure access to the security doors at the top of the main staircase. 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, to minimise disturbance to National Park Authority business, the staff and other meetings taking place.

Organisers will also be asked to identify someone to greet arrivals in the reception area and take them up to the meeting.

There is a lift on the ground floor for disabled access or for transporting materials for 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 exits via the main staircase and front door, assembling in the car park at Assembly Point 3. Please note that the alarm system is tested once a week, usually on a Wednesday. 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 walled safe area at the top of the lift to await the arrival of the fire service.

## 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.

## Webcasting

Because of the specialist nature of the webcasting equipment customers are asked not to touch any of the controls and to consult their BBNPA link officer if they have any queries.

Instructions will be given if you need to show presentations at your meeting but are not webcasting.

## Catering

Tea, coffee, water and biscuits can be provided subject to staff availability – please see the website for all charges. We can give you names of local caterers to arrange lunches to be delivered if required, but this will be a separate booking with the caterer and the Authority cannot be responsible for this. We can supply plates if required.

## Heating

The radiators can be altered, but please ensure that if you have turned all the radiators up for a meeting, you turn them down again when you leave, to conserve energy. Please leave on a low heat in winter – No. 1 or 2.

## Blinds and Blackout Blinds

The louvre blinds can be drawn if the sun is a problem.

For presentation purposes, there are blackout blinds on some windows that can be pulled down.

## Room Layout

In the Conference Room, all tables must be left in place in a large oval. Please do not attempt to move the tables, as they are bolted together.

## Feedback

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 [roomhire@beacons-npa.gov.uk](mailto:roomhire@beacons-npa.gov.uk)

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

July 2013

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