

Countryside Service Gwasanaeth Cefn Gwlad



Alyn Waters Country Park

Mold Road, Gwersyllt,

Wrexham. LL11 4AG

Telephone: (01978) 763140

Email: country.parks@wrexham.gov.uk

Parks & Countryside Service – Booking Form

Please read the below information and complete page 4



The largest Country Park in the Wrexham area, Alyn Waters is situated in the beautiful Alyn Valley and is a haven for wildlife and a popular visitor attraction. Attractions include 400 acres of woodland, open grassland and riverside habitats. The park also has a trim trail, cycleway, sculpture trail, children's play areas, and a purpose built Environmental Education Centre in the Gwersyllt side of the park.

Am wybodaeth ynglyn a sut mae Cyngor Bwrdeistref Sirol Wrexham yn defnyddio data personol, gweler yr rhybydd Preifarwydd ar ein safle gwefan: www.wrecsam.gov.uk

For information as to how Wrexham County Borough Council handles personal data, please see our Privacy Notices on our website: www.wrexham.gov.uk

How to get there:

Alyn Waters is located 3 miles north of Wrexham between Gwersyllt, Bradley and Llay. To reach the visitor centre take the A541 Wrexham to Mold road, the park is signposted off this road. To reach the Llay side take the B5425 to Llay, the park is signposted off this road

Facilities:

Visitor Centre
Conference Facility
Coach Parking
Toilets (including disabled)
Picnic area
Reception with small Gift Shop
Cafeteria
Disabled Access

Hiring Charges for Conference rooms 2018/19		
	Category A	Category B
Conference room(Seating 75) (Minimum Booking 2 Hours)	Day Rate £119.00 (£142.80 inc VAT)	Day Rate £142.00 (£170.40 inc VAT)
Hourly Rate for the Large conference room	£20.00 (£24.00inc VAT)	£24.00 (£28.80inc VAT)
Small Conference room (Seating 12) Minimum Booking 2 Hours	Day Rate £63.50 (£76 20 inc VAT)	Day Rate £88.50 (£106.20 inc VAT)
Small Conference Room Hourly rate	£10.50 (£12.60 inc VAT)	£15.00 (£17.28inc VAT)
*Block booking discount for 10 or more bookings at 10%		
Refreshments may be provided by the on-site catering manager and will be invoiced separately. Please indicate below whether you would like to order:		
	Number of People	Time
Arrival		
Mid-Morning		
Afternoon		
Food Order Buffet/Training menus on request		
Hire of urn/kettle/cups for self-service hot drinks available for the duration of the booking. (please bring own supplies)	£10.00 per booking	£10.00 per booking
Use of screen/Projector	£17.50 per booking	£21.00 per booking
Use of laptop and screen/projector	£22.50 per booking	£28.00 per booking
Use of flipchart	£9.00 per booking	£9.00 per booking
Photocopying rate	13p per sheet	13p per sheet

<p>Category A:</p> <ul style="list-style-type: none"> • Community Group • Education Groups; • Community activities organised by WCBC Department; • Other WCBC Department; • Meetings of all other organisations & societies including charities and other statutory bodies. 	<p>Category B:</p> <ul style="list-style-type: none"> • Profit making classes; • Political meetings; • Any meeting or event (other than those organised by WCBC) for which a charge is made for admission for the purpose of fund-raising/profit Government sponsored employment and training activities. • Government sponsored employment and training activities.
<p>To secure your booking please return your completed booking form together with a 50% non-refundable deposit. For all WCBC bookings please provide your internal cost code at the time of booking. Please make cheques payable to 'Wrexham County Borough Council'.</p>	
<p>The balance of the hire cost must be paid on the day. Thank you.</p>	



Conditions of hire.

1. A Booking Form and risk assessment must be completed and signed by the person responsible for payment of the hire.
2. The hirer must have public liability insurance to cover the planned activity. A copy of the certificate must be submitted before the booking can be finally confirmed.
3. A 50% deposit is required to secure each booking. The deposit is non-refundable. The balance of the hire must be paid on the day of hiring
4. All charges for the room are on an hourly basis.
5. Payments may be made on the day either by cash or cheque.
6. Alyn Waters accepts no responsibility for any theft, loss of articles or equipment etc. brought onto the premises during the times of hire.
7. The person(s) or organisation granted hire facilities will be held responsible for any damage or breakage incurred during the course of hiring. Hirers will be expected to leave the premises in a clean and satisfactory condition at the end of the hire and vacate the premises at the agreed time.
8. Laptops may be plugged into the mains electricity, however no other portable electrical appliance may be brought onto the premises, or used, unless permission has been granted by the management. Each appliance **MUST** have been inspected and passed by a qualified electrician as safe to use. (Written evidence of this will be required).
9. Blue tack, sellotape and double sided tape must not be used on the walls, a notice board and pins can be made available

Booking form for Alyn Waters

Name of organisation			
Name of person arranging the hire			
Nature of event			
Address			
Telephone number			
Contact email			
Date of hire			
Numbers attending			
Please specify your requirements			
Room layout required please see attached sheet for layout types			
horseshoe	Theatre	boardroom	cabaret
classroom			
Other please state			
Purchase Order Number :		WCBC Cost Code:	
Times of intended hire (between 9 - 4.30)			
Flip chart A&B Category £9.00			
Laptop and screen/Projector Category A £22.50 Category B £28.00			
Screen/Projector Category A £17.50 Category B £21.00			
Hire of urn/cups for hot drinks £10 (please bring own supplies)			
Total cost			
- Deposit 50% /remittance enclosed			
Refreshments may be provided by the on-site catering manager and will be invoiced separately. Please indicate below whether you would like to order: Cafe will invoice separate			
Drinks £1.00 per/person	Number of People	Time	
Arrival			
Mid-Morning			
Afternoon			
Food Order Buffet/Training menus on request			
Balance due			
WCBC code			
Your insurance details			
Insurance company			
Policy number	Expiry		
Value of liability cover (please enclose written confirmation , minimum cover of two million pounds)			

Indemnity:**Signed:****Date:**

I hereby indemnify Wrexham Borough Council, its servants and agents from and against injury to or death of any person, or loss of, or damage to any property in relation to the above described event to the extent that it may arise out of my act, default or negligence or those of my servants or agents and against all claims, demands, proceedings, damages, costs and expenses whatsoever in respect thereof or in relation thereto

Safety during your visit.

To help make your visit to the Country Park a safe and enjoyable one please follow these guidelines and talk them over with the group before your visit or at the start of the session.

Fire.

If the fire alarm sounds please exit by the nearest marked fire exit, and assemble at the fire assembly point. If you are exiting the large conference room, from the doors going onto the decking, you turn left and the fire assembly point is in the picnic area by the trim trail. If you exit the small conference room, turn left and you will see the assemble point by the trim trail.

If you discover a fire please sound the alarm using the red break glass alarms, and if safe to do so inform a member of staff.

Hot drinks

If you are using the hot water urn, please make the group aware that it is very hot on the surface. Please restrict children's access to the area, and clean up any spills to avoid slippery surfaces.

Use of electrical equipment

Take care around loose wiring and use cable protectors across flooring. Please warn group of any trip hazards. All brought in equipment should be PAT tested.

Wet floors

During wet weather the floor may become slippery. Please used door mats to dry feet and tell a member of staff if this becomes a problem.

Toilets.

If you enter the building through the café entrance the toilets are on your right.

*Please wear suitable clothing and footwear for the weather conditions.

*Stick to the main pathways to avoid getting lost.

***Please be aware that there are rivers, ponds, uneven surfaces and other natural hazards within the park**

*Most importantly, enjoy your visit and stay healthy and safe.

Conference Room – Risk Assessment

If you are hiring the Conference room, you will need to undertake a Risk Assessment. This must be completed & returned to the Rangers Office 14 days before you hire the building.

This means that you must think carefully about any potential hazards that might arise from the meeting/activity (that is to say anything connected with what you are doing that could cause harm to anyone.)

If you identify any hazards, you then need to think how you can eliminate them or what you can do to prevent them from causing harm.

Read the instructions below and then complete the table below.

HOW TO CARRY OUT A SIMPLE RISK ASSESSMENT

Hazard

Is there anything about your meeting/activity you are hiring the pavilion for that could possibly cause harm to anyone? If so, this is a hazard.

Examples of possible hazards:

- If rubbish, cables or equipment are left lying about, people could trip and hurt themselves
- Some activities have the potential to do harm eg) coffee mornings – people could be hurt through scalds and burns.

Who is at risk?

Who is likely to be affected by the hazards you have identified? Only your group or people visiting your meeting/activity?

Steps taken to prevent harm

What will you do to make sure that any potential hazards you have identified don't cause harm?

Examples of steps of prevent harm occurring:

- To prevent tripping, make sure that rubbish, cables and equipment is tidied away and that walkways are kept clear
- Only allow a limited number of people access to the kitchen area, & serve hot beverages in appropriate cups.

RISK ASSESSMENT

Name of Activity	
Organisation	
Insurance	Does the organisation named above have its own Public Liability Insurance that will cover participation in the event? Yes / No
Brief description of activity	

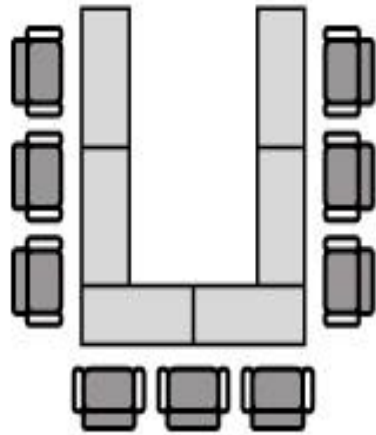
List hazards	Who is at Risk	Steps taken to prevent harm

FORM COMPLETED BY (PRINT):

SIGNATURE:

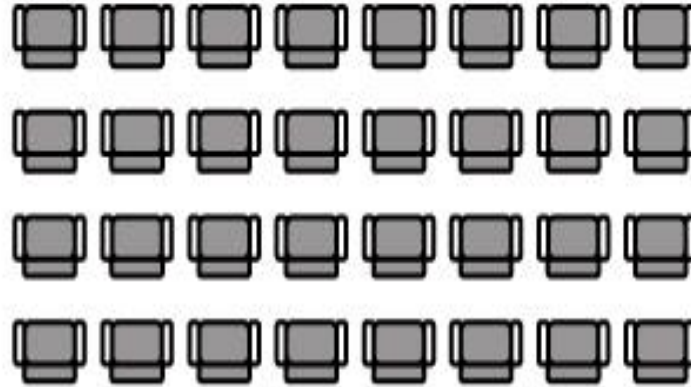
DATE:

Room layout styles



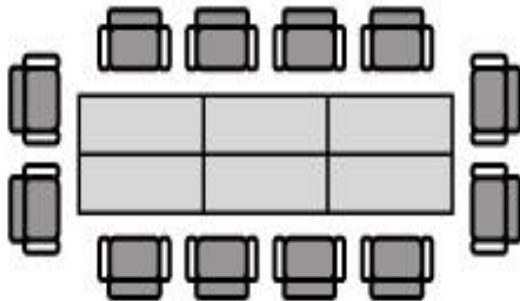
Seats arranged in horseshoe shape

Approx. 36 people



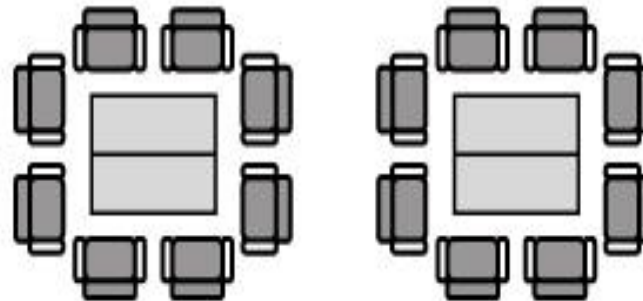
Seats arranged theatre style

Approx. 75 people



Seats arranged boardroom style

Approx. 30 people



Cabaret style

Approx. 40 people

Please indicate on the booking form which layout you require.

Please call with any questions you may have regarding room layout.

We will do our best to accommodate your requirements.

Large Conference Room



Small Conference Room

