



## **Alyn Waters Country Park**

**Mold Road, Gwersyllt,**

**Wrexham. LL11 4AG**

Telephone: (01978) 763140

Email: [country.parks@wrexham.gov.uk](mailto: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.**

#### **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

**If you require any further information please do not hesitate to contact us on the number above.**



# Hiring Charges

	USER CATEGORY A	USER CATEGORY B
Education Room (Seating 75) (Minimum Booking Session of 2 Hours)	£18.60 per hour Plus VAT	£22.20 Per hour Plus Vat
Smaller Meeting Room (Seating 10) (Minimum Booking Session of 2 Hours)	£9.90 per hour Plus VAT	£13.80 per hour Plus VAT
Hire of Laptop, Projector & Screen	£21.00 per booking	£26.00 per booking
Hire of Projector & Screen Only	£16.20 Per booking	£19.80 Per booking
Use of Flipchart	£8.10	£8.10
Photocopying	11p per sheet	11p per sheet

\*All charges are hourly

## Category A:

- Community / Education Groups;
- Community activities organised by WCBC Department;
- Meetings of all other organisations & societies including charities and other statutory bodies.

## Category B:

- 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 (unless the programme meets the Urban 2 targets for the centre, these training events will be charged at the discretion of the Chief Environment Officer).

**All bookings require a 50% non-refundable deposit with the booking form.**

**For all WCBC bookings please provide your internal cost code, at the time of booking.**

**Cheques payable to: - Wrexham County Borough Council.**

**Please remember to enclose your deposit and balance must be paid on or before the day.**  
**Thank you.**

## CONFERENCE ROOM CONDITIONS OF HIRE

1. A Booking Form must be completed and signed by the person responsible for payment of the hire.
2. A deposit is required for each booking and is payable together with the receipt of your completed Booking Form. The deposit is non-refundable. The balance of the hire must be paid on the day of hiring. For internal applicants, a General Ledger Cost Code must be provided.
3. All charges for the room are on an hourly basis. (Please see the attached User Category List). User Category A is payable at £18.60 plus VAT per hour, whilst User Category B is payable at £22.20 plus VAT per hour. Please check before booking which category your group may fall into. Payments may be made on the day either by cash or cheque. The centre does not have a credit card facility.
4. Once a completed booking form has been received and the booking is cancelled (by yourselves), a cancellation fee for 50% of the total cost will be charged.
5. Alyn Waters Country Park accepts no responsibility for any theft, loss of articles or equipment etc brought onto the premises during the times of hire.
6. The person(s) or organisation granted hire facilities will be held responsible for any damage or breakage incurred during the course of hiring. During the course of hiring they 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.
7. The current hiring charges are those set out in the Booking Form sent out at the time of application.
8. No portable electrical appliance (i.e. any item that can be plugged into an electrical socket) 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. Blu-tack or sellotape **must not** be used on the walls.
10. A copy of our Public Liability Insurance Certificate is displayed for inspection at the reception area.



# Booking Form for Hire of Conference Room

Name:	
Organisation:	
Date of Booking:	
Address:	
Tel:	
Email:	
Times of Hire (9am – 4.30)	
Nature of Event:	
Estimated Number Attending:	
Room Layout Required: ie: horseshoe, boardroom, cabaret, theatre.	
Equipment Required: Screen, Projector, Laptop, Flip Chart	
If WCBC please enter your cost code for payment:	

## Refreshments

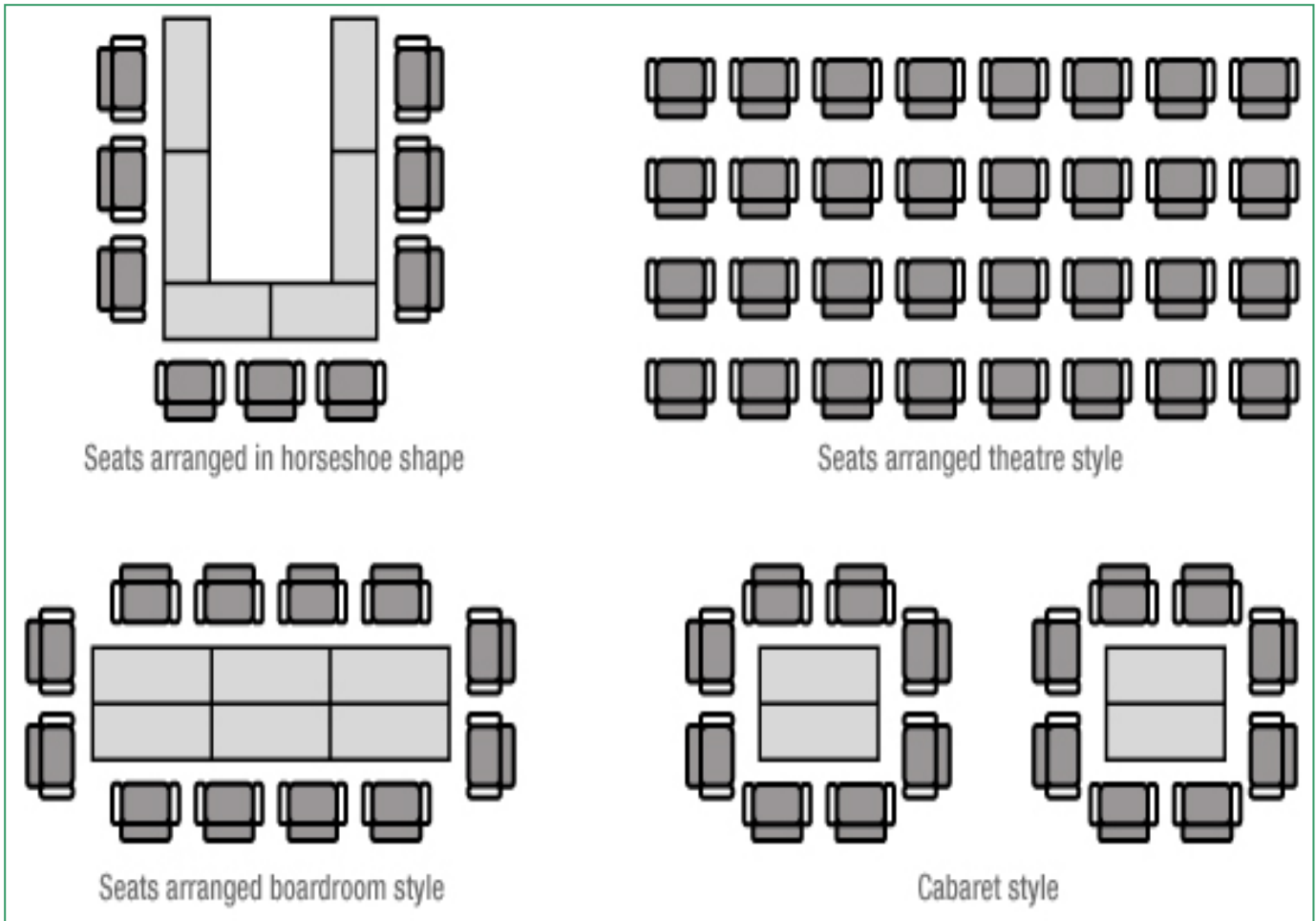
Refreshments may be provided by the on-site catering manager and will be invoiced separately. Please indicate below whether you would like to order:		
	<b>Number of People</b>	<b>Time</b>
Arrival		
Mid Morning		
Afternoon		

Buffets can be ordered from Hafan Bwyd. For Further details please contact **01978 721461**

**Declaration: I/We apply for the above facilities and agree to accept the conditions of hire currently in force**

**Signed.....Date.....**

# Room layout styles



**Please call with any questions you may have regarding room layout.  
We will do our best to accommodate your requirements.**