

Booking Information for the Mardy Community Hall

- To book the Hall please ring Bethan Pearson tel: 07961 120 063 or send an email to bethanpearson123@icloud.com
- When making a reservation make sure you are conversant with the two **emergency exits** and the whereabouts of the **fire extinguishers** as well the **assembly point** namely the carpark so that you are prepared for such an emergency
- The Village Hall has a facebook page, namely <https://www.facebook.com/LlantiliocommunityhallMardy>
- Available from as early as 6am until as late as 11pm every day of the week
- The hourly hire charge for the main hall is £15 and just £7 for the far smaller meeting rooms. The meeting rooms have a projector, screen, chairs and tables
- Before using a projector for the first time ask Bethan or Mike to demonstrate the setup beforehand. The projectors (NEC M230X and NEC UM330W) accommodate an HDMI or VGA input. Unfortunately there is no Bluetooth (wireless) facility. When using an iPad, for perhaps a 'slide' presentation, you will need a 'lightning to HDMI' adaptor. An Android tablet that supports 'HDMI Alt Mode' would need an 'USB-C to HDMI' adaptor
- The access keys for regular groups should be collected from a key safe by the caretaker's front door up to 15 minutes before the booking and returned no later than 15 minutes after vacating the Hall. **When you enter the Village Hall you must deactivate the burglar alarm with the smallest key fairly promptly.** And please reactivate the burglar alarm on vacating the Village Hall using the same key (turned 90 degrees either clockwise or anticlockwise). And remember to lock the door. For 'party' bookings or a one-off group meeting Bethan will be there to open the Hall around 10 minutes beforehand and will secure the Hall at the end of the reservation. The heating is regulated remotely by our Caretaker
- You must be prepared to pay by cash or with a cheque when given access to the Hall although regular group bookings are invoiced by our Clerk, Mr Robert Wade
- There is a kitchen with cooking facilities namely a traditional electric hob and oven, a microwave, a hot water urn and a fridge. Plates, glasses, jugs, cups, saucers and cutlery are provided
- There is no refuse facility and you are expected to take your rubbish, including food waste, home with you. **Nothing should be left in the fridge.** And please leave the Hall as found with tables and chairs put away tidily
- The toilets include access for the disabled and a baby changing facility
- There are no shared sports equipment: you are expected to bring your own

- The Hall ordnance survey and postal code addresses are SO 30641 15615 and NP7 6HF. When travelling in a northerly direction along the Hereford Road to the Mardy you turn left just after the brow of the hill into Llwynu Lane, take the 2nd right into St Teilo's Road and then the 3rd right into St David's Close. Situated alongside the Welsh Medium School and has a dedicated, relatively small, car-park. Behind the Hall is the Mardy Park football ground and a childrens' playground

06/12/24 (ME)