

## **GENERAL INFORMATION**

Llangadog Community Centre is a hireable community asset run by members of the community for the benefit of the community, aiming to make enough money both to cover costs and to be able to continue to develop the hall.

The Main Hall, YMCA and Snooker Room have access to the kitchen and separate toilet facilities, including a disabled toilet with baby changing unit. The Green Room has its own kitchen and toilet facilities available.

In the main hall all users have access to foldaway lightweight tables (15 in total) and also upholstered chairs, 50 of which are situated in the Main Hall and approximately 20 chairs which are situated in the foyer area. We also have a surplus of about 200 plastic chairs, for use, if you have a bigger event.

### **Smoking**

The whole of the Community Centre has a non smoking policy in place and users are not to smoke directly outside the main door areas to the hall.

### **Car Park**

We have a front and rear car park with lighting. There are designated disabled car parking spaces at the front of the main hall. There is a cycle shelter (up to 10 cycles) to the rear of the hall.

### **Rubbish**

Please remember to take ALL of your rubbish home with you after your event. Recent (April 2024) changes to Welsh law means that businesses and charities must sort recyclables into 6 separate groups. We are not able to check that hirers have done this correctly: therefore we cannot allow rubbish to be left at the hall. Some plastic sacks will be left in the kitchen but these are only there for hirers who forget to bring their own sacks. Do not leave any rubbish. We will impose a penalty charge of £50 if any hirer is found to have left rubbish behind in the building.

### **Setting up and clearing away**

You are given a free half hour before and after your event. This is so you can set up chairs, etc and put chairs, etc away. Failure to clear away afterwards will result in a £20.00 charge. If chairs, etc are not put away, we have to pay our cleaner/ caretaker to do this. If you would like us to put the chairs and tables out and put them back, a charge of £20 will be made. You would need to give a clear plan of what you require.

### **Key**

The key for the centre is in a key lock to the left of the main door. The code will be sent to you with your invoice. Please ensure that you put the key back afterwards. The light switches are in the kitchen to the left of the door.