

COLEG TREFECA

Registered Charity 258456

Notes for Leaders & Booking Conditions – Residential Group

Thank you for booking a visit to Coleg Trefeca. We aim to keep “rules and regulations” to a minimum, but legal and insurance requirements mean that we must draw your attention to some matters and impose some **Booking Conditions**. These notes also include other information which we hope will be of help to you as a group leader.

Booking procedure

Please enquire about booking as early as possible, especially if you wish to book a weekend in the spring, summer or autumn. These are often booked two years in advance.

A **provisional booking** can be made by telephone or e-mail. We will then hold this booking for six weeks (less if the dates are soon), and send you these notes and a booking form. If you return the completed form with your deposit within six weeks, then the booking is confirmed and you can organise your group. If we have not heard from you, within six weeks we will try to contact you again. However, we reserve the right to hire the weekend to another group in these circumstances.

If a booking is made a long way in advance, we may not be able to confirm the exact **price** at the time of initial booking. However, you will be sent a letter in the November prior to your arrival setting out the tariff for your group.

We quote an “all-inclusive” price, covering use of all our facilities. However:

- We reserve the right to charge a supplementary fee for **exclusive use** of the facilities by a group smaller than 25 people or for the use of our twin rooms as single rooms, if that prevents us accepting other guests.
- We ask you to supply your own flipchart paper, OHP transparencies, equipment for arts and crafts, etc.
- We reserve the right to charge you for any damage caused during your stay.

Coleg Trefeca aims to ensure that no potential guest is prevented from attending solely due to lack of finance. We have access to charitable funds to help subsidise the cost for those who could not otherwise afford to come. This does not require any means test on individuals. Please ask if you would like to apply to use any of these funds for your group. We also welcome donations to make this possible.

About 6-8 weeks before you arrive, if we have not heard from you recently, we will contact you to ensure that all is well and to obtain approximate numbers and details of your programme to help us make your visit go as smoothly as possible.

Ten days before you arrive, we will contact you for confirmation of:

1. Your final numbers, including numbers of children, young people and others coming at a discounted price.
2. Your finalised programme, including meal times, packed lunch requirements, times of arrival and departure, etc.
3. Any other special requirements, for example cots, loop system, etc.

Please collect **payment** from the members of your group before or as they arrive. Cheques should be made payable to **Coleg Trefeca**, and must be drawn on a sterling bank account. We cannot accept switch, credit or debit cards. The balance of fees is due on arrival at Trefeca. We cannot offer credit or delayed payment terms.

Insurance and legal liability

The Presbyterian Church of Wales and the Trustees of Coleg Trefeca cannot accept **liability** beyond their statutory obligations for the safety of guests or their property whilst at Coleg Trefeca. Coleg Trefeca's insurance does not include liability cover for any activities in which guests at Trefeca may engage outside the bounds of Coleg Trefeca, or within Coleg Trefeca without the express permission of the Warden. It is your responsibility as group leader to arrange any insurance you may consider necessary.

Coleg Trefeca cannot accept any liability for any legal action arising out of any part of your programme, unless led by a member of our staff. Please be aware, in particular, of the provisions of race, sex and disability discrimination legislation.

You are also responsible as group leader for any breakages or damage caused by members of the group to the property of the College, local residents or other guests.

The safety of children, young people and vulnerable adults

If you are arranging any activities for children or young people, it is your responsibility to familiarise yourself with the provisions of the Children's Act and other legislation.

The Presbyterian Church of Wales adopted in 2001 a Child Protection Policy, which applies also to vulnerable adults. The Policy Statement reads as follows:

It is the policy of the Presbyterian Church of Wales to safeguard the welfare of all children and young people by protecting them from neglect, physical, sexual and emotional harm. As a Church we are fully committed to safeguarding the wellbeing of our members and those entrusted to our care. Members of the Church, staff and volunteers will at all times, show respect and understanding for children's rights, promoting an ethos of listening to children and ensuring their safety and welfare, conducting themselves in a way that reflects the principles of the Christian Church.

The staff at Coleg Trefeca have received training in the practical implementation of this policy. However, we do not employ youth or children's workers, and we expect all groups which include children, young people or vulnerable adults to make their own arrangements for caring for those in their group.

- Most other denominations or organisations booking Coleg Trefeca will already have adopted similar policies, and it is **your responsibility as group leader** to familiarise yourself with the relevant policy and its implications.
- You should have a signed registration form for each child, young person or vulnerable adult who will be attending without their own parents or guardians, including permission to arrange emergency medical treatment if necessary. You also need a declaration signed by each adult who will have substantial and unsupervised access to children, young people or vulnerable adults other than their own children during the weekend stating that they have no relevant criminal record. You should also have at least one, preferably two, independent referees for each relevant adult. After April 2003, this declaration should be verified through the Criminal Records Bureau using one of the umbrella bodies. Further

details of this procedure may be obtained from your denomination or organisation. Please allow sufficient time for the checks to be carried out.

- Children and young people, and any other guests who may need supervision, must be supervised by a competent adult **at all times**, both inside and outside the building. **It is your responsibility as group leader to arrange that this happens.** If there is any problem during your stay, we will discuss the matter first with you. **By signing the booking form, you are agreeing to accept responsibility for arranging and monitoring the supervision of all children, young people and vulnerable adults in your group.**
- When parents or guardians come with their own children we would expect that parents or guardians would take responsibility for their own children whenever they are not in the care of an appropriately trained and registered leader. You should explain this to each parent or guardian.
- It is not possible to see all parts of the grounds from within the building. The grounds are not fenced off from the road, and are open to the public during daylight hours. Therefore, when children, young people or vulnerable adults are outside then supervision must be provided outside also.
- It is particularly important that supervision is provided when one or more individuals move away from the main group – for example, by leaving a meal early or going to the toilet.

First Aid

Guests are asked to bring their own regular **medication**. Aspirin may be purchased in the shop, to be taken at visitors' own risk. The **First Aid box** at Reception does not contain any medication or ointments, as our staff's First Aid qualifications do not permit them to administer any medications.

Any **accidents** on the premises, even if they do not require treatment, should be reported to the duty Warden as soon as possible. There is an Accident Book in the shop area, and the duty Warden will assist you to fill it in.

Bedroom allocation

We have a total of 37 beds available in the Accommodation Block. All rooms are twin rooms, with the exception of Room 3, which has a single bed and a bunk bed, and is adapted for use by guests with a disability. There is one additional twin bedroom in the old College. **You must book this additional room in advance**, as it is often used for volunteer helpers or ministers on sabbatical.

At the end of these notes you will find a blank room list so that you may allocate rooms appropriately. Please note that the toilets and showers are nearest to Rooms 1, 2 and 4 downstairs and Rooms 9, 10, 11 and 12 upstairs. Each room has a wash-hand basin. Room 3 has en-suite facilities especially adapted for visitors with disabilities.

A few **cots** are available for babies and young children, or guests may bring their own. It is possible to place a mattress on the floor of a bedroom for a child who wishes to sleep with his/her family, but this does make the room rather crowded!

Please ensure that there is a copy of the completed room list kept at Reception. If any guest moves from one room to another, the change should be recorded on the list, as this will be used if there is need for an emergency roll-call.

Please remind members of your group to bring their own **towels** with them.

We regret that we do not have any **drying room** facilities for boots, rainwear, etc., and you may wish to take this into account in arranging your programme.

Smoking

Please note that smoking is **strictly prohibited** on the premises, as smoke detectors have been installed in every room to satisfy the fire regulations.

Pets

We **cannot** accommodate pets (other than guide dogs) in the premises.

Locking up time & Departure day

Please note that **locking up time** is 11pm daily. We ask that all noisy activities cease by that time, for the comfort of guests and residents who wish to sleep.

Bedrooms must be vacated by 9.30am on **departure day**. We ask guests to help by removing the top sheets and pillow cases from their beds before clearing their rooms.

If these times are likely to cause difficulty, please discuss this with us in advance. We are usually able to make arrangements to meet your needs.

Meals

The Dining Room can accommodate 36 to eat. 2 high chairs are available. Up to 16 additional diners may be accommodated in the Library. The Dining Room is accessed by a flight of stairs or by chair-lift from the main foyer. Access for wheelchair users is through the external rear entrance of the College.

Please try to arrange your programme around the following meal times:

8.30am **Breakfast (9am on Sunday if you wish)**

12.45pm **Lunch**

6.00pm **Evening meal**

A hot or cold meal may be served rather later on your first evening, if you anticipate late arrivals. Please confirm details with us in advance. **Please note that if you request that food be re-heated for late arrivals, the food is served at your own risk. We recommend that all guests eat together.**

If you would like your meals to be served at different times, please contact us as soon as possible to discuss possibilities. Please remember that we have only a small kitchen staff, and we cannot usually expect them to be on duty outside their usual hours.

Morning coffee (with home-made biscuits), afternoon tea (with home-made cake) and bedtime drinks are served on a help-yourself basis at the coffee bar. You may include these in your programme at such times as are suitable. Milk, tea, coffee, chocolate drink powder, malted drink (Horlicks) powder and biscuits are kept at the bar.

Our usual **menu** includes a light breakfast and two main meals a day. If you would like to discuss the menu in detail, please give us a ring well in advance.

Please make sure that you pass on to us details of any **special diets**. If a diet is unusual or complex, please let us have written details. It is always helpful for the kitchen to know which

foods *can* be eaten as well as which cannot. No alternative is offered to the main course at main meals, except by prior arrangement for those with special diets.

As far as possible, our food is GM free. There may be traces of nuts in some of our dishes. Those with allergies should notify us.

We ask guests to help at meals by serving food to the tables, clearing the tables after each course, and setting the tables for the next meal. You may wish to organise a rota.

As the price agreed with you is a “package price”, representing a substantial discount on the price of each meal taken separately, we cannot offer refunds to individual guests for missing the odd meal. We can usually supply a **packed meal** as an alternative if we are informed in advance.

For reasons of health and safety, guests are **not** allowed in the College kitchen. Guests may not use the College kitchen for storing or preparing their own food, although food may be kept in the fridge in the coffee bar area.

If you wish to give **gratuities** to the kitchen staff, we ask you to arrange a collection. For legal reasons, we ask you to present the gratuities to the staff, in cash, yourself.

Conference and meeting facilities

Should **another group** have booked Coleg Trefeca on the same date(s) as yourself, we shall consult in order to ensure that each group has access to the facilities it needs.

The following **meeting rooms** are available:

- The **Lounge** in the centre of the College seats 27 and can seat up to 40 with additional chairs. There is a TV (for watching videos – it has no external aerial), a CD/cassette/tuner stereo system, and a piano (for experienced players only). The Lounge is accessible to all, including wheelchair users. Guests are not permitted to take food and drink into this room, and you should not arrange messy activities here.
- The **Defynnog Room** is reached by climbing six mobility standard steps from the front foyer. It can either be used as a games room, or as a conference room seating up to 60 people (with games facilities put away). The room can accommodate up to 80 with chairs moved from elsewhere in the building.
- The **Library** is located off the Dining Room and is accessible to all. It seats 12 in easy chairs and up to 20 with additional chairs.
- **Capel Bach** (“Little Chapel”) is located on the opposite side of College Lane. It is wheelchair accessible, and can accommodate 24 people on the benches. Up to 40 can fit in with additional chairs or cushions on the floor. The chapel is kept unlocked for peace, quiet, prayer and meditation. **Daily prayers** are said here at 9.15am on weekdays, unless this clashes with your own worship arrangements.
- The **Entrance Area** seating will accommodate 20 people in comfort. This area is wheelchair accessible.

Facilities and equipment available include:

- Various translations of the **Bible** in both English and Welsh are available in the Lounge and the Library. Our main hymn books, *BBC Songs of Praise* and *Caneuon Ffydd*, are kept in the Lounge. There is a range of other words and music books available also – please ask for details.

- **Communion sets** (including plates, chalice and/or individual glasses) are available for use. We can supply bread and alcoholic or non-alcoholic wine. Copies of various bilingual orders of service are available to be borrowed.
- **Pianos:** A piano for proficient pianists only is available in the Lounge. A piano for “playing” is available in the Defynnog Room. There is no musical instrument in Capel Bach, but you are welcome to bring your own.
- In addition to the system in the Lounge, a **portable sound system** may be borrowed.
- An **OHP & screen** are available. Please supply your own acetates. A **carousel slide projector** and an old-fashioned manual filmstrip & slide projector may be borrowed. A **Flipchart board** is available. Please supply your own paper.
- A **radio controlled translation or hearing loop system** can be set up in any room. There is also a hard-wired hearing loop system in the Lounge and the Defynnog Room. Please ask for these facilities in advance, as they take a little time to set up.

Facilities for guests

- An **information pack about the College and area** is available in each bedroom.
- A selection of **leaflets about local tourist attractions and bus and railway timetables** are available at Reception. We keep a selection of local maps and details of local walks, which may be borrowed.
- The **Howell Harris Museum** will be opened at a convenient time during your stay. A guided tour of Howell Harris’s house, now the Wardens’ residence, may be arranged.
- The **Shop** sells books and cards in English and Welsh; postcards, stamps and Trefeca souvenirs; locally made pottery and candles; T-shirts and sweatshirts; sweets, chocolate and soft drinks; home-made jams, chutneys and marmalade; and Traidcraft goods. The shop is usually open before and after lunch and supper, and at other times by arrangement. We understand that some groups will wish to arrange their own bookstall.
- The **Library** includes a range of books, periodicals, videos, tapes and pamphlets, in both English and Welsh. Guests are welcome to read and borrow these.
- **TV & video sets** are available in the Lounge and the Library. Only the TV in the Library can obtain signals from the aerial – channels are BBC1 Wales, BBC2 Wales, HTV Wales and S4C. Visitors from outside Wales should note that the times of many programmes are different in Wales from those in England.
- **Games equipment** for use indoors (in the Defynnog Room) and outdoors: You are asked to sign this equipment out at the start of your stay, and to be responsible for it.
- **College grounds** are open to visitors and to local residents during daylight hours. But the **Howell Harris Memorial Chapel** and those parts of the grounds which are fenced off are **out of bounds** to visitors.

If you are in doubt about anything, please feel free to ask. We are here to help.

Trefor Lewis, Mair Jones – Wardens
Revised 10.05.03

Ystafelloedd / Room Allocation

Grŵp/Group:

Dyddiadau/Dates:.....

Lawr Llawr - Downstairs

Rhif Ystafell/ Room No:

Lan Lofft - Upstairs

Rhif Ystafell / Room No:

1	9
2	10
3*	11
4	12
5	13
6	14
7	15
8	16
* Mae ystafell 3 yn 'en-suite' ac yn addas ar gyfer ymwelwyr anabl neu deuluoedd ifanc - gwely bync a gwely sengl	17
* Room 3 is En-Suite and suitable for disabled visitors or families - (3 beds) bunk bed and single bed	18