

## What You Need To Know – Information for Moyallon Centre Users

### Costs:

#### Costs from 1<sup>st</sup> October 2016

- £14.50 pppn no bedding provided
- £19.50 pppn for two nights or more including bedding
- £22.00 pppn for one night including bedding

**We are open to smaller groups but please note there is a minimum charge of £500 per weekend. Please contact the Office for minimum charge for midweek groups.**

### Bookings:

- Weekend bookings are from 7pm on Friday evening until 4pm on Sunday.
- Week-long bookings are from 7pm on Friday until noon the following Friday.
- Please talk to us if you would like to make a mid-week or non-residential booking.
- Please see the enclosed rate card for the current prices.
- Every weekend throughout the year and during the busy period between June and September, there is a minimum occupancy. Smaller groups should note that they are still welcome to use the centre but will be charged at the minimum occupancy rate.

### Centre Policy

1. The use of illegal drugs and alcohol is prohibited at the Moyallon Centre
2. The Centre is a non-smoking venue. The use of candles indoors is prohibited. Supervised campfires and BBQ's in the designated area only and with prior agreement by the Centre.
3. We hope you find the Moyallon Centre to be a comfortable place to stay and we ask all users to treat the property with respect and leave it clean and tidy.
4. **It should be noted that any group booking the centre must provide documentary evidence of the groups own insurance policy. This must provide employer liability (where applicable) and public/product liability of at least £2,000,000. A photocopy of this information from your groups policy should be sent to us with the booking form when making your booking.**
5. It is advisable to bring a first aid kit and to have a trained first aider in the group.
6. Groups using the Centre must give careful consideration to the ratio of leaders to children or young people. Where there are mixed groups using the Centre, male and female leaders must be present and consideration given to appropriate sleeping arrangements.
7. The Centre uses the Child Protection guidelines of the Religious Society of Friends in Ireland. It is a requirement that groups have their own Child Protection Policy or agree to abide by these guidelines, a copy of which is available on request. **A photocopy of this information from your group's policy should be sent to us with the booking form when making your booking.**
8. The bedroom windows open outwards fully. Please supervise your group closely and any behaviour which puts someone at risk such as hanging out the windows should be stopped immediately.

Updated 03/08/16

Moyallon Centre, 117 Stramore Road, Portadown, Co Armagh, BT63 5JZ

Web: [www.moyallon.org](http://www.moyallon.org) • Email: [info@moyallon.org](mailto:info@moyallon.org) • Tel: 028 38 830 906

## Practicalities

**On arrival** You will be required to complete a form listing participant's names and indicate who is staying in each room. The centre is unstaffed but on arrival someone will meet your group and brief you about the centre. You will be given an emergency contact number for someone in the local area who will be available if you require assistance

**Catering:** The Centre is primarily designed to be a self-catering venue and the kitchen is well-equipped for this purpose. If your group requires meals, we may be able to help you to arrange local caterers, please ask us at the time of booking. There are a number of large supermarkets within a 10 minute drive of the Centre and several smaller shops close by, one of which is attached to a petrol station. The larger supermarkets will deliver.

**Grounds:** We hope you enjoy the Centre's wonderful setting and extensive grounds. The centre is sited beside an historic Quaker Meeting House, still in use today. Please be respectful of the burial ground and do not use it for games. A large field is available for outdoor games.

**Nearest hospital and chemist:** Nearest hospital is Craigavon Area Hospital which has a 24 hour Accident and Emergency Department. It is located at 68 Lurgan Road Portadown (from Centre - take the road to Portadown and follow signs). Telephone number is 02838334444. Emergency dentist is located in the hospital but you need to phone for times.

The nearest chemists are Parkes Pharmacy on the main street in Gilford and Andersons Pharmacy which is on the main road into Portadown near the Shop4U.

**Nearby Facilities:** there is a local school which has a sports hall available for hire. Please contact the Moyallon Office for more details.

## Accommodation and facilities:

- The Centre has a large and well equipped Kitchen with a cooker, industrial dishwasher, fridge and freezer units and a warming cupboard. There is a range of catering equipment and a full set of crockery and cutlery. There is a coffee machine situated beside the serving hatch to the Dining Room. The Dining Room can seat 62 people and Highchairs are available. Groups will need to bring their own tea-towels, cloths, bin liners and cleaning materials.
- The "Reading Room" is the main meeting room and can comfortably seat 62 people. A flip chart can be provided on request. The seats can be stacked allowing the room to be used for a variety of purposes.
- There are 13 bedrooms all of which are en-suite. These are family style rooms with bunk beds. There are 8 bedrooms which sleep 4 people and 5 bedrooms which sleep six. Two bedrooms have special bathroom facilities for people with disabilities, one on the ground floor and one on the first floor.
- The entire Centre is designed to be accessible for wheelchair users and a lift is available for people using wheelchairs or who difficulty with stairs. (Please inform the Centre when booking if your group will require use of the lift.)

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- WiFi is not available in the Centre and you should bring your own internet access if you need it.

**Bedding:** The Moyallon Centre will provide a pillow and pillow case for each bed. Youth groups are encouraged to bring their own sleeping bag (or alternative). Sheets and quilts with covers can be provided at an extra cost. Please let the Centre know before arrival if you require bedding. Groups are requested to strip all beds before departure. Towels are not provided.

**Deposit and Damage Charges:** Each group will pay a £200 deposit at the time of booking. This is non-refundable. All damage to the centre, furniture, fixtures or equipment must be reported and your group will be liable for the cost of repair or replacement.

**Cleaning:** To keep costs low, we asks groups to clean the Centre before leaving. Therefore, every group must leave the Centre clean, tidy and ready for use by the next group. If extra cleaning is required, your group will be billed to cover the cost. Hoovers, brushes and mops are all provided by the Centre. Groups need to bring their own cleaning materials as these are not provided.

**Recycling:** Banbridge Council has a policy of encouraging recycling and the Centre supports this. Bryson House bins and boxes are provided and there are posters in the Centre indicating what can be recycled. There is also a brown bin for food waste and compost materials.

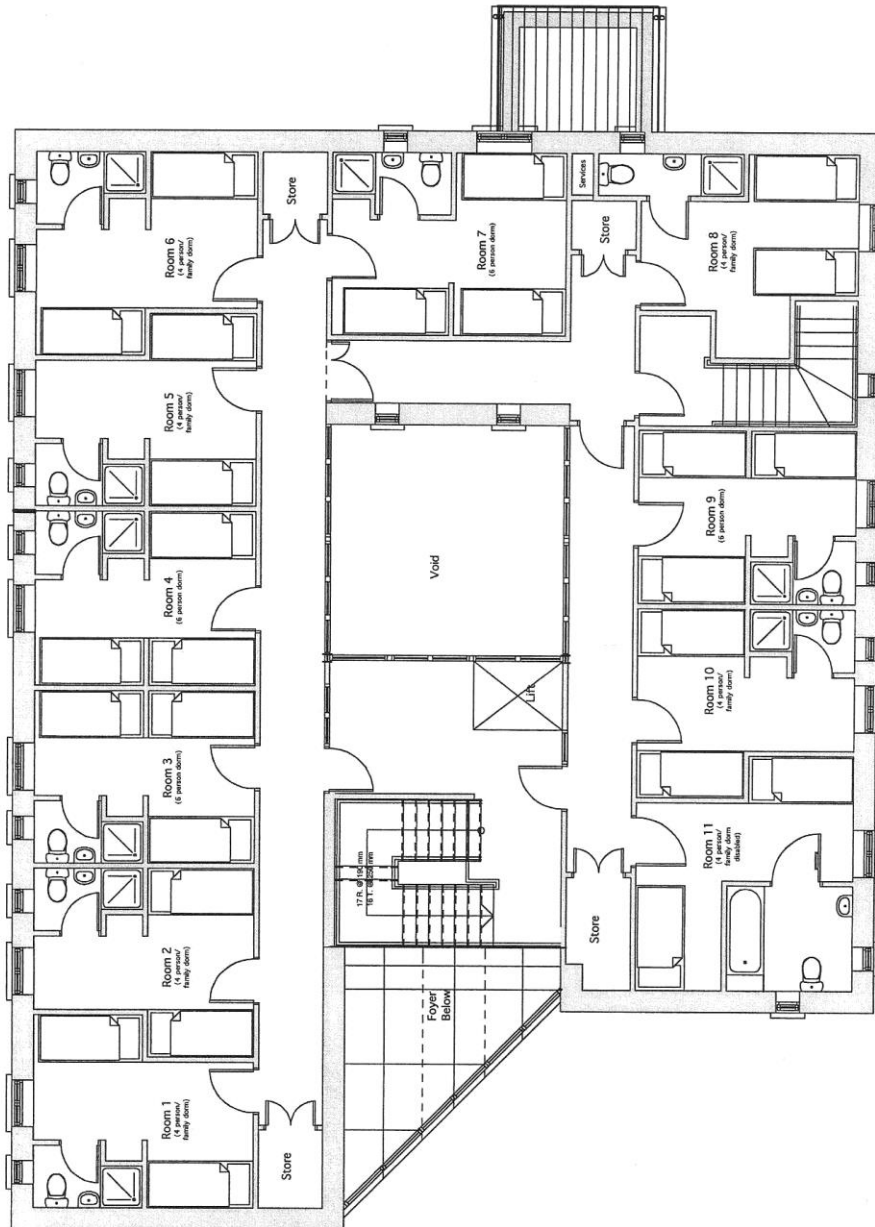
**On Departure** Each group will be expected to leave the Centre clean and tidy and it is essential all damages be reported before departure. Someone will be available at the time of departure to check the building and collect keys. All payment must be received before the group leaves.

**If you have any questions or require any further information please contact Roslyn Topley at Moyallon Centre by email or phone.**

**NB**

As a number of groups are now asking for them, the floor plans to help with bedroom allocation are on the next two pages.

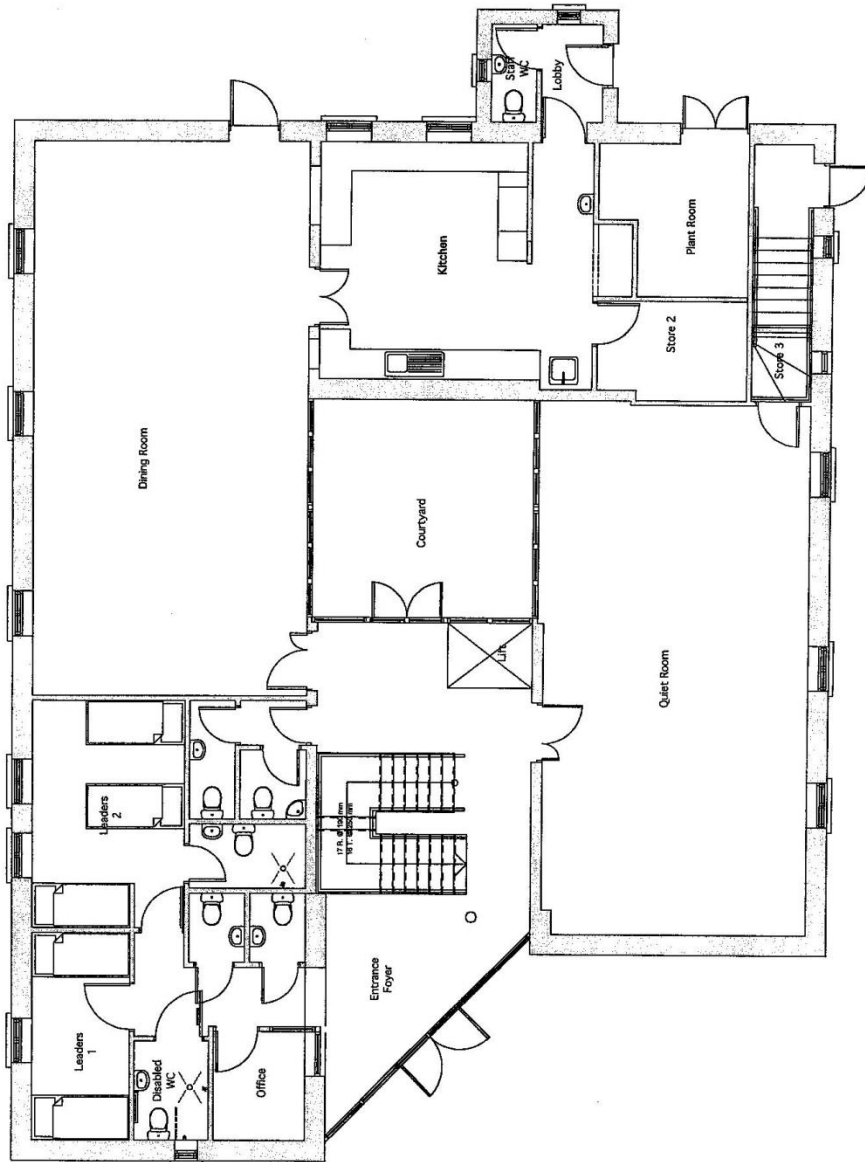




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