



Coleg y Cymedd

Business and International Services
Gwasanaethau Busnes a Rhyngwladol



 @CymeddBIS #CymeddBIS
T: 01443 663024 | 01443 663213
E: BIS@cymedd.ac.uk

Conferencing & Events

Conferencing & Events

Coleg y Cymoedd has a dedicated Events team that is committed to provide first class quality, support and value for money when commissioned to help make your event a complete success.

We have a variety of Conference Rooms, Auditoria and specialist facilities available across our four campuses: Nantgarw, Rhondda, Aberdare and Ystrad Mynach. Our exceptional range of meeting venues can cater for between 2 to 190 delegates and each location is easily accessible via all major transport links. There is ample free parking at each location.

Our clients have access to the latest technologies including Wi-Fi and Smart Board, PC's, Lync and Skype. In addition, we have the ability to support your conference or event with our on-site reprographics service for printed materials.

Specialist facilities include hire of our Recording Studios, Dance Studios, Auditoria, Kitchens and Restaurants and other specialist indoor and outdoor facilities.

The team includes dedicated Events Co-ordinators, Technicians and Administration support. We provide a full catering service that ranges from private dining, through to light refreshments and freshly prepared buffets to suit all tastes. We have fully licenced bar facilities at all four campuses.

A sure way to appreciate our quality of service and facilities is to experience them for yourself – please arrange a welcome visit to view our great facilities. For further information please contact our dedicated Events Coordination team on:

01443 663024 / 01443 663213 or Email: events@cymoedd.ac.uk



Follow us on Twitter @Cymoeddbis



Facebook – ColegCymoedd

Ystrad Mynach Campus
Twyn Road
Ystrad Mynach
Hengoed
CF82 7XR

Aberdare Campus
Wellington Street
Aberdare
Rhondda Cynon Taff
CF44 8EN

Nantgarw Campus
Heol y Coleg
Parc Nantgarw
Cardiff
CF15 7QY (Use CF15 7QX for Sat Nav)

Rhondda Campus
Llwynypia
Tonypany
Rhondda Cynon Taff
CF40 2TQ

ABERDARE

This is an exciting time, not just for Coleg y Cymoedd but for the town of Aberdare and surrounding communities.

The new state of the art college campus has been built to service the needs and requirements for those living in and near Aberdare. The £20m college campus will see a transformation in the quality of further education facilities in the Cynon Valley.

It is hoped that the new college will be a major boost for the local economy in the longer term. Please contact our Events Coordination team for further information on Conference room availability – prices range from £75 half day to £205 full day rates.

CONFERENCE ROOM 1 (AA306)

Layout Options:

Theatre – 40
Cabaret – 20
U shape – 14
Classroom – 20

Facilities:

Smartboard with
Stereo Sound
PC
Flipchart on request

Full Day Rate: £120
Half Day Rate: £72
Hourly Rate: £20
Weekend Rate on request



CONFERENCE ROOM 3 (AA302)

Layout Options:

Theatre – 40
Cabaret – 20
U shape – 14
Classroom – 20

Facilities:

Smartboard with
Stereo Sound
PC
Flipchart on request
Adjoining wall

Full Day Rate: £120
Half Day Rate: £72
Hourly Rate: £20
Weekend Rate on request



CONFERENCE ROOM 2 (AA301)

Layout Options:

Theatre – 40
Cabaret – 25
U shape – 18
Classroom – 25

Facilities:

Smartboard with
Stereo Sound
PC
Flipchart on request
Adjoining wall

Full Day Rate: £120
Half Day Rate: £72
Hourly Rate: £20
Weekend Rate on request



CONFERENCE ROOM 4 (AA112)

Layout Options:

Theatre – 30
Cabaret – 15

Facilities:

Smartboard on request
PC
Flipchart

Full Day Rate: £120
Half Day Rate: £72
Hourly Rate: £20
Weekend Rate on request



CONFERENCE ROOM 5 (AA116)

Layout Options:

Theatre – 30
Cabaret – 15

Facilities:

Smartboard on request
PC
Flipchart

Full Day Rate: £120
Half Day Rate: £72
Hourly Rate: £20
Weekend Rate on request



ABERDARE

CONFERENCE ROOM 6 (AA203)

Layout Options:
Boardroom - 10

Facilities:
Portable smartboard
Flipchart on request
Breakout area

Full Day Rate: £60
Half Day Rate: £40

Evening Rate on request
Weekend Rate on request



CARRIAGES

Layout Options:
Restaurant layout
for 60 seating

Facilities:
Mobile Smartboard
Bar and catering
technician
costs to be quoted
Flipchart on request
Technician

Full Day Rate: £250
Half Day Rate: £170

Evening Rate: £175
Weekend Rate on request



VAT applicable

LARGE CONFERENCE ROOM
(AA301, AA302 & AA306)

Layout Options:
Theatre – 100
Cabaret – 60

Facilities:
Smartboard x3
PC x3
Flipchart on request
Adjoining wall

Full Day Rate: £250
Half Day Rate: £150

Evening Rate: £175
Weekend Rate on request



CONFERENCE ROOM 7 (AA310)

Layout Options:
Boardroom - 10

Facilities:
CTouch Screen with
Stereo Sound

Full Day Rate: £80
Half Day Rate: £50

Evening Rate on request

Weekend Rate on request

IT ROOM 1 (AA222)

Layout Options:
PC Room - 22

Facilities:
Smartboard with
Stereo Sound PC
Flipchart on request
Desk top PC's

Full Day Rate: £205
Half Day Rate: £123

Evening Rate: £143.50
Weekend Rate on request



NANTGARW

Nantgarw boasts a modern state of the art building providing a very popular and central location in which to hold conferences and events. Work on this building commenced in 2010 with the new campus opening its doors in 2012. Built on almost 8 acres of land and situated opposite existing Aerospace, Construction, Engineering and Arts buildings. Located close to the A470, Nantgarw is within easy reach of the town of Pontypridd and Cardiff City centre. Nantgarw holds ample car parking space situated on the popular Treforest Ind Est.

CONFERENCE ROOM 1 (ND103)

Layout Options:
Theatre – 100
Cabaret – 60 rectangular tables or 45 round tables
Boardroom – 50
U Shape – 45

Facilities:
Smartboard with
Stereo Sound
Video Conference
Lectern
PC
Flipchart

Full Day Rate: £220
Half Day Rate: £132
Hourly Rate: £27.50
Sunday rates on request



CONFERENCE ROOM 3 (ND109)

Layout Options:
Theatre – 36
Cabaret – 20
Boardroom – 20
U Shape – 16

Facilities:
Smartboard with
Stereo Sound
Writing Wall
PC
Flipchart

Full Day Rate: £120
Half Day Rate: £72
Hourly Rate: £20
Weekend rates on request



CONFERENCE ROOM 2 (ND107)

Layout Options:
Theatre – 60
Cabaret – 30
U Shape – 20

Facilities:
Smartboard with
Stereo Sound
PC
Flipchart

Full Day Rate: £185
Half Day Rate: £111
Hourly Rate: £30.83
Sunday rates on request



CONFERENCE ROOM 4 (ND209)

Layout Options:
Theatre – 30
Cabaret – 16
Boardroom – 16
U Shape – 12

Facilities:
Smartboard with
Stereo Sound
PC
Flipchart

Full Day Rate: £110
Half Day Rate: £66
Hourly Rate: £18.33
Weekend rates on request



NANTGARW

THE STREET

Layout Options:

Exhibition Space
Multi Use

Facilities:

Public Toilets
Access to:
Shop
Coffee Shop
Canteen

Full Day Rate: £450

Half Day Rate: £270

Small stalls: £50

Weekend rates on request



THE NANTGARW DANCE STUDIO

Layout Options:

Large multi-use space

Theatre – 80
Cabaret – 40
Boardroom – 40
U Shape – 30

Facilities:

Smartboard with
Stereo Sound
Mirror Wall
Barre
PA System

Full Day Rate: £200

Half Day Rate: £120

Evening Rate: £140

Hourly Rate: £33.33



THE BIG ROOM

Layout Options:

Theatre – 150
Cabaret – 72
Boardroom – 60
U Shape – 50

Facilities:

Large Screen Projector
Demountable Stage
Lectern
Sound System Lighting Rig
PC
Technician

Full Day Rate: £275

(Day and Evening Rate - £390)

Special Prices available for theatre
block bookings)

TRAINING KITCHEN

Layout Options:

Training Style

Facilities:

12 x cooking stations
1 x Teaching station
Technician
Some equipment may be
available on request

Full Day Rate: £230

Half Day Rate: £185

Weekend rates on request



VAT applicable

EXECUTIVE SUITE

Layout Options:

Boardroom – 20

Facilities:

Smartboard with
Stereo Sound
Writing Wall
PC
Air Con
Video Conference

Full Day Rate: £200

Half Day Rate: £120



Half Day Rate: £195

Hourly rate: £45

Sunday rates on request

VAT applies where a technician is required



NANTGARW

RAILWAY TRAINING CENTRE OLEC TRAINING FACILITIES

Layout Options:

Specialist OLEC
(Overhead Line Equipment
Construction) training facility

Facilities:

Teaching space within
the workshop area
Seating Facilities

Full Day Rate: £500

Half Day Rate: £300

Hourly rate

(maximum of two hours): £83.33



VAT applicable

RAILWAY TRAINING CENTRE ROCS TRAINING FACILITIES

Layout Options:

Specialist ROCS
(Rigid Overhead
Conductor System)
training facility

Facilities:

Teaching space within
the workshop area
Projector
PC
Seating Facilities

Full Day Rate: £500

Half Day Rate: £300

Hourly rate (max of two hours): £83.33



VAT applicable

THE NANT RECORDING STUDIO

Layout Options:

Includes: Studio space
Recording Area
Voice recording booth

Facilities:

Soundproof music studio with music
equipment and microphones
Price includes a sound technician

Full Day Rate: £200

After recording £20 per hour technician

Hourly rate (maximum of two hours): £125

RAILWAY TRAINING ROOMS

Layout Options:

Theatre – 30
Cabaret – 16
Boardroom – 16
U Shape – 12

Facilities:

White Board
Projector with
Stereo Sound
PC
Flipchart

Full Day Rate: £110

Half Day Rate: £70



NANT RESTAURANT

Layout Options:

Theatre – 60
Cabaret – 40
Boardroom – 40
U Shape – 30

Facilities:

Mobile Smartboard
and PC available
on request.
Fully Licenced Bar
available at
additional cost.

Full Day Rate: £205

Half Day Rate: £125



VAT applies where a technician is required



VAT applicable

RHONDDA

Rhondda Campus is situated in the village of Llwynypia, Rhondda Cynon Taff near Tonypany in the Rhondda Fawr Valley. Rhondda Campus boasts fantastic conferencing rooms along with specialist Auditorium which holds up to 200 people, along with a dance studio and music recording facilities.

CONFERENCE ROOM 2 – RD119

Layout Options:
Theatre – 40
Cabaret – 30
Boardroom – 30
U Shape – 20

Facilities:
White Board
Projector with Stereo Sound
PC
Flipchart

Full Day Rate: £125
Half Day Rate: £75
Hourly Rate: £20.83



CONFERENCE ROOM 4 RD104

Layout Options:
Theatre – 25
Cabaret – 16
Boardroom – 16
U Shape – 14

Facilities:
White Board
Projector
PC
Flipchart

Full Day Rate: £85
Half Day Rate: £51
Hourly Rate: £14.17



VAT applicable



CONFERENCE ROOM 1 – RD120

Layout Options:
Boardroom – 22

Facilities:
White Board
Projector with Stereo Sound
PC
Flipchart

Full Day Rate: £155
Half Day Rate: £93
Hourly Rate: £25.83



CONFERENCE ROOM 3 RDG08

Layout Options:
Theatre – 40
Cabaret – 30
Boardroom – 30
U Shape – 20

Facilities:
White Board
Projector with Stereo Sound
PC
Flipchart

Full Day Rate: £125
Half Day Rate: £75
Hourly Rate: £20.83



THE AUDITORIUM

Layout Options:
Theatre – 190

Facilities:
Large White Cloth
Projector
Demountable Stage, Lectern
Sound System Lighting Rig
Price Inc. Dressing Rooms
and on site Technician

Full Day Rate: £320
(Day and Evening Rate - £420)
Special Prices available for theatre block bookings)
Half Day Rate: £192
Hourly rate (maximum of two hours): £53.33



RHONDDA

RHONDDA DANCE STUDIO RDG11

Layout Options:
Large multi-use space

Theatre – 100
Cabaret – 60
Boardroom – 40
U Shape – 30

Facilities: Smart Screen PC

Full Day Rate: £150
Class Evening Hourly Rate – £25
Half Day Rate: £90



RHONDDA RECORDING STUDIO

Layout Options:
Includes: Studio space
Recording Area
Voice recording booth & Practice room

Facilities:
Soundproof music studio with music equipment and microphones
Price includes a sound technician

Full Day Rate: £100
Special Offer - £16.67 hourly rate onsite technical sound editing – after recording £15 per hour technician fee
Half Day Rate: £60

VAT applicable



RHONDDA REHEARSAL ROOM RDG06

Layout Options:
Smartboard with Stereo Sound
White Board
PC

Facilities:
Smartboard with Stereo Sound
White Board
PC

Full Day Rate: £150
Hourly Rate: £25
Half Day Rate: £90



DRESSING ROOMS

Layout Options:
2 dressing rooms
- Male and Female

Facilities:
8 mirrors (with lights) and chairs, Disabled toilet and shower facilities in each

Full Day Rate: £60
(£100 for 2 dressing rooms)
Half Day Rate: £36
(£60 for 2 dressing rooms)
Hourly Rate: £10



VAT applicable

SPORTS PITCH – RHONDDA

Layout Options:
Not applicable

Facilities:
Traditional sized rugby/football pitch

£15 per hour



YSTRAD MYNACH

Ystrad Mynach Campus is situated centrally 5 miles north of Caerphilly town centre. Ystrad mynach Campus is easily accessible via car and local transport with bus stops and a train station all within close proximity of the campus.
Ystrad Campus has excellent conferencing facilities to cater for all types of events.

CONFERENCE ROOM 1 – B003

Layout Options:
Boardroom – 22

Facilities:
White Board
PC
Flipchart
VC

Full Day Rate: £155
Half Day Rate: £95
Evening Rate: £108.50



CONFERENCE ROOM 3 – B010

Layout Options:
PC Stations x 12
Classroom – 15

Facilities:
White Board
Projector with Stereo Sound
PC
Flipchart

Full Day Rate: £155
Half Day Rate: £95
Hourly Rate: £108.50



VAT applicable

LARGE CONFERENCE ROOM - B209

Layout Options:
Theatre – 80
Cabaret – 45
Boardroom – 30
U Shape – 25

Facilities:
White Board
Projector with Stereo Sound
PC
Flipchart

Full Day Rate: £220
Hourly rate (maximum of two hours): £36.67
Half Day Rate: £132
Weekend rate on request



CONFERENCE ROOM 2 – B111

Layout Options:
Theatre – 30
Boardroom – 20
Classroom – 20

Facilities:
White Board
Projector with Stereo Sound
PC
Flipchart

Full Day Rate: £100
Half Day Rate: £60
Evening Rate: £70



IT ROOM – YB108

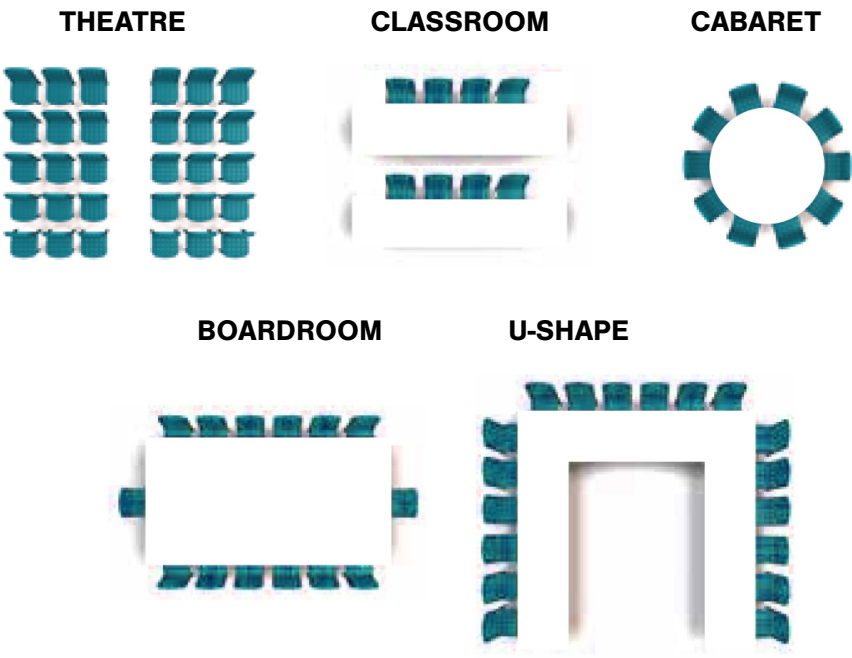
Layout Options:
PC Stations x 18
Facilities:
White Board
Projector with Stereo Sound
PC
Flipchart

Full Day Rate: £140
Half Day Rate: £90
Hourly Rate: £23.33



VAT applicable

CAPACITIES



Conferencing & Events

Refreshments

Item	Cost per person
Tea and Coffee	£1.50
Tea, Coffee and Biscuits	£2.20
Tea, Coffee and Welsh cakes	£2.50
Bottle of still water 500ml	£1.10
Carafe of Fruit Juice (5 servings)	£2.60
Canned Drinks Regular/Diet/Zero/Cherry Coca Cola, Regular Dr Pepper, Regular Sprite, Tango apple/Cherry/Orange Fanta Orange or Fruit Twist	£1.50
<i>All below are available upon request:</i> <ul style="list-style-type: none"> Herbal Teas Decaf Tea & Coffee Coconut Milk / Oat Milk / Almond Milk & Soya Milk 	

Breakfast

Item	Cost per person
Assorted Danish Pastries	£1.50
Buttered toast with selection of Jams	£1.50
Waffles	£2.50
Crepes with Chocolate	£2.50
Fresh Fruit platter	£2.00
Breakfast Roll Breakfast Baguette Choose from a Selection of Bacon, Sausage and Egg (Alternative vegetarian and vegan options available on request)	£3.00
Fruit compote, Cereal and Yoghurt pots	£2.50

❖ *Please note, we can cater for dietary requirements with a minimum of 7 days prior notice, please state on booking form.*

Everyday Buffet £7.50 pp*

Set Menu 1

Filled Sandwich or Roll
Scotch Egg or Cheese & Leek Rissole
Crisps
Cake
Crudités and dip

Set Menu 2

Filled Sandwich or Roll
Pork Pie or Vol-au-vents
Crisps
Cake
Crudités and dip

Bronze Buffet £9.50 pp*

Choose 1 option from section A
Choose 4 options from section B

Section A

- Sandwiches (mix of White & Granary Bread)
- Soft Rolls
Set Fillings : Tuna Mayo, Ham Salad, Cheese & Onion, Egg Mayo, Cheese & Pickle, BBQ Chicken, Sweet Chilli Chicken

Section B

- Chicken Goujons and Dip 2pp
- Mini Pasty
- Mini Sausage Roll
- Scotch Egg
- Homemade Pizza
- Spring Rolls
- Samosas
- Pork Pie 1/2 pp
- Onion Bhaji
- Cheese & Pineapple (minimum 10 people)
- Fish Goujons
- Vol-au-vents

Silver Buffet £12.50 pp*

(Please note the minimum number for this buffet is 10 people)

Choose 1 option from section A

Choose 4 options from section B

Choose 1 option from section C

Section A

1. Sandwiches
2. Wraps (cut in halves)
3. Mini Crusty Baguettes

Section B

1. Stuffed Potato skins
2. Homemade Quiche Tartlets
3. Tempura Prawns
4. Vol au Vents (2pp)
5. Cheese & Leek Rissoles
6. Tomato & Basil Bruschetta
7. Rustic Bread & Pate
8. Crudités & Dips
9. Mini Yorkshire Puddings with Beef & Mustard or Chicken & Stuffing
10. Chicken Goujons & Dip (2pp)

Section C

1. Selection of cakes/Traybake
2. Clotted Cream & Jam Scones
3. Fruit Platter

Gold Buffet £16 pp*

(Please note the minimum number for this buffet is 10 people)

Choose 1 option from section A

Choose 2 options from section B

Choose 3 options from section C

Choose 1 option from section D

Section A

1. Sandwiches
2. Wraps (cut in halves)
3. Mini Crusty Baguettes
4. Mini Brioche Rolls

Section B

1. Tempura Prawns (2pp)
2. Homemade Quiche Tartlets
3. Cheese Board
4. Fig & Walnut Goats Cheese Bites
5. Dilly Mini Cheese Balls
6. Brie & Cranbury Crinkle Tart
7. Mini Italian Appetiser

Section C

1. Lemon Infused Hasselback Potato & Salad
2. Chicken Goujons and Dip
3. Devilled Eggs
4. Bread, Olives & Fete
5. Stuffed Potato Skins
6. Rustic Bread and Pate
7. Mini Tomato Tart

Section D

1. Variety of cakes
2. Clotted Cream & Jam Scones
3. Fruit Platter
4. Black Forest Gateaux

Events and Facilities at Coleg y Cymoedd
Aberdare, Nantgarw, Ystrad and Rhondda Campuses

Events and Facilities at Coleg y Cymoedd Aberdare, Nantgarw, Ystrad and Rhondda Campuses

As part of the agreement between Coleg y Cymoedd and the Customer the following terms and conditions will apply:

1 Numbers

- a) Ten working days prior to the function the client will confirm the exact number of persons attending the event to Coleg y Cymoedd in writing. This number will constitute the guaranteed minimum number for invoicing to the Customer.
- b) Should the number of guests attending the function reduce to below the stated minimum for the designated suite, we reserve the right to move the function to a more suitably sized room.
- c) The Customer must also provide full event details in regards to timings, requirements and room layouts Ten working days prior to the function. Please note that any changes on the day may not be able to be accommodated.

2 Payment Terms

- d) Full payment is required within 14 days of date of invoice. Please send your payment to Sales Section, Finance Department, Coleg y Cymoedd, Pontrhondda Road, Llwynypia, CF40 2TQ.

3 Cancellations

- a) In the event of a cancellation, notice must be received by Coleg y Cymoedd in writing, the following charges will apply:
- b) Between 2 weeks and 2 months 50% of estimated event total for the function
- c) Under 2 weeks 100% of estimated event total for the function
- d) Coleg y Cymoedd reserve the right to cancel any event without liability from the client if:
 - i) The Campus or part of the Campus has to be closed for reasons beyond Coleg y Cymoedd's control.
 - ii) The Customer becomes insolvent or is adjudicated bankrupt
 - iii) The Customer is in arrears with any payment

4 Safeguarding *

- a) Where under 18's or vulnerable adults are attending your event please note, as part of the college Safeguarding Policy you are required to supply a copy of your policy and procedures for safeguarding.
- b) If you are unable to provide details of your policy and procedures with regards to safeguarding, or the college deems these to be insufficient the college reserves the right to decline your booking request.
- c) The college must be notified prior to confirmation of the booking of any persons under 18 or vulnerable adults, using this booking form with a minimum of two weeks' notice.

5 General

- a) The Customer shall be liable for any loss or injury costs by the wilful or negligent acts of the Customer, attendees or their guests.
- b) We accept no liability for loss or damage to any property or belongings to the Customer, attendees or their guests whilst at Coleg y Cymoedd.
- c) No food or beverage (in particular alcohol) may be brought onto the premises by the Customer or guests without prior written consent from Coleg y Cymoedd.
- d) Quoted prices are reviewed annually in January each year, whereby the new price will apply to all future bookings.
- e) All functions will start and terminate at times agreed on the confirmation of the booking. Where the agreed times are exceeded, an extra charge may be levied.
- f) The Customer shall not store or place on the perimeters or in the premises any flammable, combustible or objectionable substances or liquid.
- g) The Customer will be liable for any damage caused to the premises known as 'Coleg y Cymoedd' whether caused directly or indirectly by persons attending that function. A minimum charge of £50.00 will be levied for any damage to the premises and further charges may apply, where applicable we would expect you to hold adequate insurance to cover any eventuality. NB: By signing this agreement you confirm that you hold the required insurance to cover your event and associated activities.
- h) Coleg y Cymoedd reserves the right to exclude or eject any persons from the Event or the Campus who it shall reasonably consider to be objectionable (including any person engaged by the Customer to provide entertainment or perform any other duties at the Event).
- i) All dietary and vegetarian meals need to be ordered a minimum of 72 hours prior to event, and this will constitute the number catered for the function.
- j) With regards to Health and Safety we would expect you to hold adequate risk assessments to cover your event and where applicable any delegates you invite to our premises – on occasion (dependant on the type of event) we may ask you to supply a copy of these risk assessments to ensure they meet our obligations.

5 Privacy Policy / GDPR

- a) By signing this contract, you consent to Coleg y Cymoedd to hold your company data inclusive of key contact details and address as specified in this contract. Coleg y Cymoedd will be the data controller for the company information it receives from you. We use your data to manage our client records. All of the data we process will be in compliance with current data protection legislation.

All details are correct for 2022. However, you may be advised of slight variations in specifications and charges should circumstances dictate.

Events Coordination team on: 01443 663024 / 01443 663213
Email: events@cymoedd.ac.uk



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