

**Y Swyddfeydd Cyffredinol**  
**Heol Gwaith Dur**  
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**Blaenau Gwent**  
**NP23 6AA**  
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**The General Offices**  
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## **FFIOEDD LLOGI Y SWYDDFEYDD CYFFREDINOL**

### **GENERAL OFFICES HIRE FEES.**

<b>Enw'r Ystafell Room Name</b>	<b>Nifer uchaf o seddi Max Room Capacities</b>	<b>Diwrnod Llawn Full Day</b>	<b>Hanner Diwrnod Half Day</b>	<b>Fesul Awr Hourly</b>
<b>Neuadd Jack Williams VC</b>  <b>Jack Williams VC Hall</b>	<b>170</b>	<b>£243.90</b>	<b>£162.60</b>	<b>£81.30</b>
<b>Ystafell Abraham Darby</b>  <b>Abraham Darby Room</b>	<b>70</b>	<b>£189.70</b>	<b>£124.70</b>	<b>£62.40</b>
<b>Sinema Sweet Escott</b>  <b>Sweet Escott Cinema</b>	<b>30</b>	<b>£150.00</b>	<b>£100.00</b>	<b>£50.00</b>
<b>Ystafell Syr William Firth</b>  <b>Sir William Firth Room</b>	<b>40</b>	<b>£97.60</b>	<b>£65.00</b>	<b>£32.50</b>
<b>Ystafell Frederick Mills</b>  <b>Frederick Mills Room</b>	<b>16</b>	<b>£65.00</b>	<b>£43.40</b>	<b>£21.70</b>
<b>Ystafell Gyfrifiaduron Melin Boeth</b>  <b>Hot Mill Computer suite</b>	<b>8</b>	<b>£59.60</b>	<b>£38.00</b>	<b>£19.00</b>
<b>Yr Aelwyd Agored</b>  <b>The Open Hearth</b>	<b>12</b>	<b>£54.20</b>	<b>£38.00</b>	<b>£19.00</b>
<b>Ystafell Bessemer</b>  <b>Bessemer Room</b>	<b>10</b>	<b>£32.50</b>	<b>£21.70</b>	<b>£10.80</b>

*\*Dylid nodi bod yr holl brisiau yn eithrio TAW\** / \*Please note all prices exclude VAT\*

*\*Mae'r gost yn cynnwys - 1 siart troi\** / \*Included in cost - 1 flip chart\*

*Fe'ch hysbysir fod yr adeilad yn agor am 9am* / Please be advised that the building opens at 9am

Gofynnir i chi nodi pan fydd y meysydd parcio yn brysur bod parcio gorlif at gael o fewn 200 llath yn y maes parcio aml-lawr yn Rhodfa Galch NP23 6GL ger Campws Coleg Gwent. / Please be advised that when the car parks are busy there is overflow parking available within 200 yds at the multi storey car park on Lime Avenue NP23 6GL next to Coleg Gwent Campus

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### Cyfleusterau ychwanegol a chostau Additional Facilities and costs

<b>System uchelseinydd</b>	PA System	£53.40
<b>Taflunydd</b>	Projector	£32.00
<b>Gliniadur</b>	Laptop computer	£16.00
<b>Lliain bwrdd (fesul bwrdd )</b>	Tablecloth Hire (Per Table)	£ 5.30
<b>Siart troi</b>	Flip Chart	£ 5.10

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### Lluniaeth a Bwydlenni Bwffe Refreshments and Buffet Menus

<b>Te / Coffi (fesul cwpan)</b>	Teas / Coffees (per cup)	£1.30
<b>Sudd Ffrwythau (fesul jwg)</b>	Fruit Juice(per jug)	£4.30
<b>Diod sgwash (fesul jwg)</b>	Squash (Per Jug)	£1.10
<b>Bisgedi</b>	Biscuits	£2.10

*Mae opsiynau bwydlenni bwffe ar gael Codir tâl gwasanaeth o 5% fesul bwffe.  
Buffet menu options are available on request there is a 5% service charge added per buffet.*

*Ewch i [food.gov.uk/ratings](http://food.gov.uk/ratings) i ganfod sgôr hylendid bwyd ein busnes neu gofynnwch inni beth yw ein sgôr hylendid bwyd wrth archebu./ Go to [food.gov.uk/ratings](http://food.gov.uk/ratings) to find out the food hygiene rating of our business or ask us for our food hygiene rating when you order.*

### **TELERAU ARCHEBU A GOFYNION / BOOKING TERMS AND REQUIREMENTS**

*Caiff yr holl gostau eu cyfrif ar gyfer defnydd Llun- Gwener / All charges are calculated for use Monday – Friday*

*DIWRNOD LLAWN – mynediad o 8:30am i 5pm Mae'n rhaid gadael ystafelloedd erbyn 5.00pm prydlon. Mae'n rhaid ein hysbysu am unrhyw orffeniad hwyr. Dylid nodi y codir tâl fel arfer am orffen yn hwyr naill ai wedi archebu ymlaen llaw neu heb ei drefnu.*

FULL DAY – access from 8:30am until 5pm Rooms must be vacated by 5.00 pm prompt. We must be informed of any late finishes. Please note there will normally be a charge for late finishes either pre-booked or unscheduled.

*HANNER DIWRNOD – mynediad o 8:30am hyd 1pm neu o 1pm hyd 5pm Mae'n rhaid gadael ystafelloedd erbyn 5.00pm prydlon. Mae'n rhaid ein hysbysu am unrhyw orffeniad hwyr. Dylid nodi y codir tâl fel arfer am orffen yn hwyr naill ai wedi archebu ymlaen llaw neu heb ei drefnu.*

HALF DAY – access from 8:30am until 1pm or from 1pm until 5pm Rooms must be vacated by 5.00 pm prompt. We must be informed of any late finishes. Please note there will normally be a charge for ate finishes either pre-booked or unscheduled.

*PENWYTHNOS A GYDA'R NOS – Pris i'w drefnu. / WEEKEND AND EVENINGS – Price to be negotiated.*

### **FFIOEDD CANSLO / CANCELLATION FEES**

*Mae'n rhaid ein hysbysu am unrhyw newidiadau/canso erbyn 7 diwrnod ymlaen llaw fan bellaf neu codir cost lawn yr archeb.*

*We must be informed of any changes/cancellation/no shows no later than 7 days in advance or full cost of booking will be incurred.*

*Rhaid talu anfonebau o fewn 28 diwrnod o archebu. / Invoices must be settled within 28 days of booking.*