

# Neuadd Goffa - Mynydd Llandegai - Memorial Hall

Rhif elusen cofrestredig 523696  
Ffurflen Logi ac Amodau

Enw'r llogwr: \_\_\_\_\_

Cyfeiriad: \_\_\_\_\_

Rhif ffon: \_\_\_\_\_ E bost: \_\_\_\_\_

Dyddiad(au) llogi: \_\_\_\_\_

**Sesiynnau:** Bore (9am-12pm) Prynhawn (1pm-5pm) Gyda'r nos (6pm-10pm) Diwrnod (9am-6pm)

Natur y digwyddiad: \_\_\_\_\_ Ffi llogi: \_\_\_\_\_

- Pan yn cyrraedd yr adeilad rhaid i'r llogwr nodi safleoedd y larymau, diffoddwyr ac allanfeydd tan. Dylid cadw'r allanfeydd tan yn glir pob amser.
- Ni chaniateir ysmegu yn yr adeilad. Cyfrifoldeb y llogwr yw sicrhau bod pawb yn cadw at y rheol hwn.
- Ni chaniateir diodydd alcohol o unrhyw fath yn y Neuadd Goffa heb ganiatad y Pwyllgor Rheoli.
- Pan yn llogi'r Neuadd dylech sicrhau bod amser gennych i baratoi a chlirio'r adeilad.
- Rhaid i'r sawl sy'n arwyddo'r ffurflen hon fod dros 18 oed.
- Y llogwr sy'n gyfrifol am gyflenwi sachau sbwriel, cadachau golchi a sychu llestri.
- Y llogwr sy'n gyfrifol am sicrhau bod yr holl ddodrefn ac unrhyw offer arall a ddefnyddir yn cael eu cadw yn eu llefydd priodol.
- Dylid cymryd gofal arbennig o'r llawr newydd. Ni chaniateir esgidiau pêl droed yn y Neuadd. Dylai dodrefn ac offer trymion gael eu cario ac nid eu llusgo dros y llawr. Os collir hylif o unrhyw fath ar y llawr dylid sicrhau ei fod yn cael ei sychu ar unwaith. Dim gemau pêl.
- Rhaid ysgubo'r lloriau'n lan ar ddiwedd pob sesiwn a sicrhau bod y gegin a'r llestri'n lan os defnyddir hwy.
- Dylid gadael yr holl gyfleuterau'n lan ac yn eu cyflwr gwreiddiol. Bydd y llogwr/llogwyr yn gyfrifol am ad-dalu unrhyw ddifrod a achosir.
- Mae arwyddo'r ffurflen hon yn golygu bod y llogwr/llogwyr yn cytuno i gadw at y rheolau hyn.

Arwyddwyd (ar ran y llogwr/llogwyr): \_\_\_\_\_

Arwyddwyd (ar ran y Neuadd Goffa): \_\_\_\_\_

## Eithriadau ac addasiadau i'r Rheolau ac Amodau

Mae gan Bwyllgor Rheoli'r Neuadd Goffa hawl i wneud eithriadau i unrhyw ran o'r rheolau hyn ac i addasu'r Rheolau ac Amodau o bryd i'w gilydd.

# Neuadd Goffa - Mynydd Llandegai - Memorial Hall

Registered Charity No. 523696  
Booking Form and Conditions

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone no: \_\_\_\_\_ E-mail: \_\_\_\_\_

Hire date(s): \_\_\_\_\_

**Sessions:** Morning (9am-12pm) Afternoon (1pm-5pm) Evening (6pm-10pm) All Day (9pm-6pm)

Nature of event: \_\_\_\_\_ Hire fee: \_\_\_\_\_

- The Hirer must note the position of all the fire alarm points, fire extinguishers and fire exits on arrival. Fire exits must not be obstructed.
- This building is a non-smoking building. It is the responsibility of the Hirer to ensure that this rule is adhered to.
- No alcoholic beverages of any kind are permitted in the Memorial Hall without the consent of the Management Committee.
- Bookings should be planned to include set-up and clean-up time.
- The person signing this agreement must be over 18 years old.
- Hirers need to provide their own bin bags, dishcloths and tea towels.
- The Hirer is responsible for ensuring that all furniture and other equipment in the hall is returned to its original position at the end of the hire period.
- Care should be taken to protect the floor from damage. No football boots. Furniture and other heavy objects should be lifted into position and not dragged. Any spillages should be wiped-up quickly and left as dry as possible.
- Floors should be swept, kitchen floor and surfaces cleaned and all rubbish taken away from the hall premises at the end of the hire. Crockery if used, washed and returned to cupboards.
- All facilities are to be left in a clean, undamaged condition. User organisations (Hirers) shall be monetarily liable for any damage / breakages.
- Signature of this page means the Hirer agrees to be bound by these conditions.

Signed (on behalf of the Hirer): \_\_\_\_\_

Signed (on behalf of the Memorial Hall): \_\_\_\_\_

## Exceptions and Amendments to Rules and Regulations

The Management Committee shall have the right to make exceptions to any portion of these rules and regulations and may, from time to time, amend these rules and regulations.