

## Moyallon Centre Visitor Information

This document provides information under the following headings:

- **Costs**
- **Booking and arrivals**
- **Highlighted Centre Policies**
- **Centre Facilities**
- **Nearby Facilities**

### **Costs:**

Costs are priced for each guest, per night  
(Costs apply from September 2022 onwards and are subject to change (with a four week notice period) due to rising utility costs.

- Per night with no bedding (up to 5 nights)                      £17.50 per person
- Per night with no bedding (6 nights or more)                      £17.00

There is a minimum charge of £600 per group

There is no charge for children aged two and under. Please email for information about bedding and indicate on the booking form if pillows are required..

### **Bookings and arrivals:**

- To confirm a booking please forward a completed booking form, a copy of your current Public Liability Insurance, showing dates of cover, and your current Child Protection Policy documents and a deposit of £200.
- 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.
- Every weekend throughout the year there is a minimum occupancy charge. Smaller groups should note that they are still welcome to use the centre but will be charged at the minimum occupancy rate.

The centre is not permanently staff. Each group will be met and welcomed by a member of the Moyallon team to be briefed about health and safety and use of centre facilities. The group will be given an emergency contact number for someone in the local area who will be available if you require assistance.

## Highlighted Centre Policies

### 1. Health and Safety

- 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.
- 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.
- It is advisable to bring a first aid kit and to have a trained first aider in the group.
- 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.
- The use of **illegal drugs and alcohol are prohibited** at the Moyallon Centre
- The Centre is a non-smoking venue. The use of candles indoors is prohibited
- The bedroom windows open outwards fully. Please supervise your group closely and any behaviour which puts someone at risk, such as leaning out of the windows should be stopped immediately.

### 2. Waste Management

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.

The Moyallon Centre promotes an eco-friendly policy throughout the building and grounds, using a Reed Bed System for water waste management. The centre is located within the Armagh, Banbridge, Craigavon Council area where recycling and waste management is a priority.

- Please use eco-friendly cleaning products to maintain the safe filtration system maintained by the reed beds.
- The centre has a fenced bin enclosure with coloured bins for different types of waste.
- Caddies and fully biodegradable food bags are provided in the kitchen area. All waste food **must** be bagged and placed in the brown bin.
- All recyclable material must be placed in the green bins. Information on council requirements are available and on display in the centre.
- Non-recyclable waste must be placed in bin bags, supplied by the centre, and placed in the black bins.
- If recycling policies are followed that is adequate waste storage for maximum capacity groups staying at the centre.

## Waste Management continued

- For hygiene reasons, please **do not leave any bin or waste bags on the ground** in the bin enclosure. The Moyallon Centre is in a rural location and the local wildlife can access the enclosure and will investigate any objects not placed in the appropriate bins.
- **To reduce costs**, we ask 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.
- **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.

## Centre Facilities

### 1. Accommodation and catering

- The entire Centre is designed to be accessible for wheelchair users and a lift is available for people using wheelchairs or who have difficulty with stairs. (Please inform the Centre when booking if your group will require use of the lift.)
- Kitchen: The Centre was designed to be a self-catering venue and the kitchen is well-equipped for this purpose. 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 cooking utensils including a full set of crockery and cutlery. There is a coffee machine situated beside the serving hatch to the Dining Room.
- Groups may want to bring their own tea-towels, cloths and cleaning materials. (Eco-friendly products preferred)
- The Dining Room can seat 62 people and Highchairs are available.
- 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. Food and drinks are not permitted in this area.
- Bedrooms: There are 12 en-suite bedrooms. These are family style rooms with bunk beds. 8 bedrooms which sleep 4 people (2 bunk beds), and 5 bedrooms which sleep six (3 bunk beds). Two of the 12 bedrooms have special bathroom facilities for people with disabilities or requiring wheel-chair access, one on the ground floor and one on the first floor.

## Centre Facilities continued

The Moyallon Centre will provide a pillow for each bed if requested at the time of booking. Youth groups are encouraged to bring their own sleeping bag (or alternative).

- Sheets, pillowcases and quilts with covers can be provided at an extra cost, options listed on the booking form. Please let the Centre know before arrival if you require last minute bedding.
- Groups are requested to strip all beds before departure.
- Towels are not included in the costs but a limited number are available at a small additional cost, please advise the centre in advance of arrival.
- WIFI is available in the Centre and access will be provided upon arrival if you need it.

## 2. 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 resurfaced car park area is available for parking, please do not park in the Quaker Meeting House or caretaker car park. Please respect the Meeting House and the on-site occupied caretaker residence beside the centre. The Moyallon Centre is not within the remit of the Meeting House caretaker, any issues must be addressed only with the centre emergency contact.
- A large field is available for outdoor games.
- An indoor games room is available for games and meeting space. Table tennis equipment is available.

## On Departure

- Each group is 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.

## Nearby Facilities:

- **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.
- 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.
- There is a local school which has a sports hall available for hire. Please contact the Moyallon Office for more details.

**If you have any questions or require any further information please contact Zara Lyness at Moyallon Centre by email or leave a message on the Centre answer machine.**

## **NB**

Floor plans of the centre are available to download from the website.