

SHARED SPACES – TY PENALLTA

Company Name	
Company Address	
Contact Name	
Contact Tel No	
Contact E-mail	

Please indicate booking details:

Booths may be hired Monday - Friday

Date	
Full Day	<input type="checkbox"/> 09.00 – 16.30
Morning	<input type="checkbox"/> 09.00 – 13.00
Afternoon	<input type="checkbox"/> 13.00 – 16.30

Ty Penallta

The booths come with a desk to work on and a power unit so you can plug in your laptop and phone.
It is designed to accommodate one person at a time.

Agreement

I have read and understood the general conditions of entry and use for the venue. I have read and understood the fire and emergency evacuation procedures.

Signed	
Date	
Printed Name	
<i>Visitor Card No Issued (admin use)</i>	

Conditions of use

1. Bookings

The booking of the shared spaces at Penallta House is co-ordinated by the Regeneration Support Services Team based in the Innovation & Technology Centre.

You will be required to complete the booking form to use the shared space booths. Please email your completed form to edcentralmb@caerphilly.gov.uk. Upon receipt of the booking form we will confirm your booking by email.

2. Arrival / Departure

You will need to report to the reception at the Innovation & Technology Centre to pick up your security card. Your booth will have been reserved for you. We will advise which number booth is allocated to you. See ground floor desk plan. The desks are shown in a blue colour.

When you depart, please return the security card to the Innovation & Technology Centre.



Ty Penallta -
Ground Floor Desk

3. How to connect to WIFI Spark

You can sign up for guest internet access, which allows you to get the internet on personal devices. You will need to set an account up.

- Enable your Wi-Fi and select the WIFI Spark network from the choice of available networks.
- Open your Web Browser on your device (e.g., Safari, chrome etc.). You will be redirected to a Welcome Portal where you can select an option to sign in. If you are not automatically redirected, type www.bbc.co.uk into your address bar and this should force the redirection to the portal.

NB. There are no printing facilities available.

4. Refreshments

If you wish to have a break, you can visit our Hive Café where you will be able to purchase hot or cold snacks and beverages.

5. Parking facilities

There is free parking on site.

6. Smoking area

The allocated smoking areas is by the recycling bins.

7. FIRE AND EMERGENCY EVACUATION PROCEDURES

FIRE ALARM IS TESTED AT 8.30AM EVERY MONDAY

IF YOU DISCOVER A FIRE:

Sound the alarm by breaking the glass of the nearest red fire alarm call point.

EVACUATION

When the fire alarm sounds you must leave the building immediately using the nearest available exit and proceed to the assembly points. See assembly point below.



The assembly points are located around the step area to the right-hand side of the main car park entrance and are numbered in ascending order from left to right.

All swipe doors disarm in the event of fire. If it is necessary to disable the security system on the doors you should lift the plastic over (if fitted) on the green emergency break glass panel (situated next to the release button and push in the internal plastic panel).

Ensure orderly conduct is maintained at the assembly points and pay attention to any instructions given by your fire wardens. Fire wardens will be wearing yellow jackets, fire coordinators will be wearing orange jackets.

**PLEASE DO NOT ATTEMPT TO LEAVE THE SITE DURING AN
EVACUATION NO TRAFFIC MOVEMENT WILL BE ALLOWED TO TAKE
PLACE**

Please remember not to re-enter the building until **all clear** is given.

Re-entry will be controlled one sector at a time organised by your fire warden.

Please be patient during this time.

**If you experience any problems, please contact the Innovation &
Technology Centre reception on 01443 866229**