



EDUCATION ROOM HIRE INFORMATION AND BOOKING CONDITIONS

To book or obtain further information please contact:

Carnfunnock Country Park,
Coast Road, Larne BT40 2QG

Tel: 028 2826 2471

Email: Carnfunnock@midandeantrim.gov.uk

Website: www.carnfunnock.co.uk

ACCESS

The Education Centre is situated on the top floor of the park's Visitor Centre with a separate entrance and reception area. A platform lift is available.

AVAILABILITY / DURATION OF HIRE

The Education Centre is available for hire on an hourly or full day basis including weekends depending on availability. Additional charge will apply if events run over booked time.

BOOKING ARRANGEMENTS

Advance bookings are essential and can be made through Carnfunnock Reception. By booking, your contact details will be added to our computerised database.

ROOM CAPACITY / SET UP

Due to fire regulations, a maximum of 50 persons are permitted in the room at any one time. The room layout can be adjusted to suit individual requirements e.g. theatre, boardroom or classroom style.

PAYMENT

Payment must be received in full by credit / debit card, cash or business cheque at time of booking. All cheques should be made payable to Mid and East Antrim Borough Council. Bookings remain provisional until a completed booking form with full payment is received.

Payment is based on type of group and time period.

CAR PARKING CHARGES

Normal vehicle charges apply to Education Centre users, although a pre-arranged parking discount can be organised for groups of 12 or more paying cars.

CANCELLATION / REFUNDS

Written notice (letter or email) is required to cancel a booking.

If more than 48 hours' notice is given, the booking may be re-arranged to another available date within the season or alternatively a refund can be given minus a 20% administration charge. Refunds will be made as per the original method of payment.

The Council reserves the right to cancel a booking for operational or health and safety reasons, providing a full refund or alternative date.

SALE OF FOOD

Food and drink cannot be sold to the general public within Carnfunnock Country Park.

ALCOHOL

Alcohol is not permitted within the Education Centre.

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ONSITE CATERING

Catering services are available from the private onsite café and they can be contacted directly regarding exact requirements. Barbecues are also available to hire onsite. No other hot food caterers are permitted onsite when the café is operational.

Groups may bring their own tea, coffee, biscuits, disposable cups etc. Staff will be happy to provide flasks of hot water to facilitate this.

AVAILABLE EQUIPMENT

The following equipment is available for use on request: projector screen, flipchart, television with HDMI lead. Please outline exact requirements when completing your booking form.

HEALTH & SAFETY / FIRE

All individuals hiring the Education Centre are issued with fire safety instructions and these must be communicated to all users in order to ensure safe evacuation from the building.

DECORATION

Outside No nails are allowed to be driven into the woodwork or any part of the building and nothing to be attached to any walls, woodwork, electric fittings or balcony railing.

PRIVATE ENTERTAINMENT

Entertainers are not permitted within this room, as no entertainment licence in use.

RESTRICTIONS

- No pets are permitted in the building, with the exception of assistance animals.
- No loud music - park staff reserve the right to request hirers adjust noise volume accordingly.
- No smoking is permitted in any buildings.
- Council prohibits the use of Carnfunnock for political purposes so as to maintain neutrality.

CUSTOMER BEHAVIOUR

The hirer is responsible for supervision of their group and control of the Education Centre area during the hire period.

The room must not be used in any way to cause nuisance, damage, disturbance or inconvenience to the park, staff or other users.

The hirer is responsible for leaving the area in a clean and tidy condition, failure to do so will result in a charge. Park Management reserve the right to inspect the site at any time and terminate the booking if the above guidelines are not being met.

Please note: In the interests of health and safety, CCTV recording is undertaken within the Education Centre.

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