



liberty

WELCOME TO THE LIBERTY STADIUM



SMOKING

The Stadium operates a NO SMOKING policy including E- Cigarettes. This includes all rooms, corridors and toilets. Please note, only a small amount of smoke can cause the alarms to activate which in turn will invoke a full evacuation of the stadium.

Smoking is permitted outside of the main reception area of the stadium.

FIRE ALARM

If the alarm sounds, there is a 2 stage alarm:

- **First stage** an announcement is made over the tannoy system:
 - "May I have your attention please? An incident has been reported in the building, please await further instructions"

There is no need to take immediate action, a member of staff will come to the room to ensure you and your delegates are ok.

- **Second Stage** a further announcement is made "May I have your attention please? Please leave by the nearest exit".

At this point follow the procedures below.

EVACUATION

If there is a requirement to evacuate the stadium, please make your way to the nearest Fire Exit (See signs hung from ceilings and doors).

Please use the stairs and not the lifts. Assist any less able person to evacuate safely.

The Fire Assembly Point is in the West Car Park directly opposite the Main Reception. Please keep the Red Concrete Area free for emergency vehicles.

Conduct a head count of your group and inform a member of the Hospitality & Events staff if you do not have full numbers.

DO NOT return to the building until the 'all clear' has been announced.

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ACCIDENT OR SICKNESS

Please call 01792 616443.

Please report accidents or sickness to a member of the Hospitality & Events staff, who will take appropriate measures to assist you.

FIRE DOORS

All internal doors within the stadium are designated Fire Protection Doors. Under current UK legislation it is an offence to prop these doors open at any time.

DEPARTURE

If you leave the stadium during the course of your day, please use the lifts and stairwells to the Main Reception area only. Likewise, on departing your room please exit the stadium by Main Reception.

ITEMS LEFT FOR LATER COLLECTION

Unfortunately, all items left at the stadium are left at the owner's risk. The stadium cannot accept responsibility for any such items that are found to be lost, stolen, or damaged at the time of collection. The stadium cannot be held responsible for items being left for a third party (courier) to collect.

FIRE EXIT DIRECTIONS

Stair cases are located either side of the Main Central lift and at further points around the North and South of the West stands, for further details please ask a member of staff.

Liberty

FURTHER ASSISTANCE

If you require additional catering, stationary or any assistance; please do not hesitate to contact the Hospitality & Events staff on:

01792 616443

WiFi

Log in : Liberty_WiFi
Password:- internet2012

Log in :-Gnoll_WiFi
Password:- fmcwifi2015

Log in :-St_Helens_WiFi
Password:- fmcwifi2015

Log in :-Gower_WiFi
Password:- fmcwifi2015

Log in :-Vetch_WiFi
Password:- fmcwifi2015

Log in :-Sinclair_Suite_1_WiFi
Password:- fmcwifi2015

Log in :-Sinclair_Suite_3_WiFi
Password:- fmcwifi2015

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Added Extras:

If you require additional catering, stationary or any assistance please see a list of charges below:

Audio Visual Equipment and Entertainment

Equipment	Charge exc. VAT
Flipchart	£18.00 each
Screen 6ft	£34.50 each
Screen 8ft	£50.00 each
LCD Projector	£145.00 each
Lectern	£50.00 each
PA System	£145.00 each
Lapel Microphone	£40.00 each
Radio Microphone	£40.00 each
TV	£57.50 each
CD Player	£30.00 each
Laptop	£115.00 each
Laptop Speakers	£17.25 each
LCD Projector	£17.25 each
Clicker	
Disco	£300.00 incl. VAT

Added Food and Beverage:

Refreshments	Charge exc. VAT
Tea/ Coffee	£2.10 per cup
Tea/ Coffee	£18.00 pot of each
Biscuits	£0.40 per person
Welshcakes	£0.80 per person
Bottled Still Water	£4.00 each
Bottled Sparkling Water	£4.00 each
Jug of Juice	£6.00 each
Sandwich Lunch	£6.50 per person
Fruit Platter (Serves 10)	£15.00 each

50
40
30
20
10
0

The Gower Suite	1	416	300	40	80	280	300	270	300	Y	Y	
Penderyn Suite	3	260	80	22	40	50	180	150	200	Y	Y	2.6
Sinclair Suite 1	2	415	350	60	80	150	270	220	400	Y	Y	3.7
Sinclair Suite 2	2	171	80	26	-	40	50	-	100	Y	-	2.6
Sinclair Suite 3	2	415	350	60	80	150	270	220	400	Y	Y	3.7
Morfa Suite	1	121	150	30	28	100	150	100	150	Y	Y	2.6
St Helens Lounge	1	109	80	26	24	60	80	-	100	Y	-	2.6
Gnoll Lounge	1	98	60	20	18	40	60	-	80	Y	-	2.6
Vetch Field Lounge	1	64	40	14	12	20	40	-	60	Y	-	2.6
The Cwtch	0	70	40	16	12	30	20	-	-	-	-	2.6
Standard Exec. Suites	3	18	-	10	-	-	10	-	10	Y	Y	2.6
Combined Exec. Suites	3	36	-	20	-	-	20	-	20	Y	Y	2.6