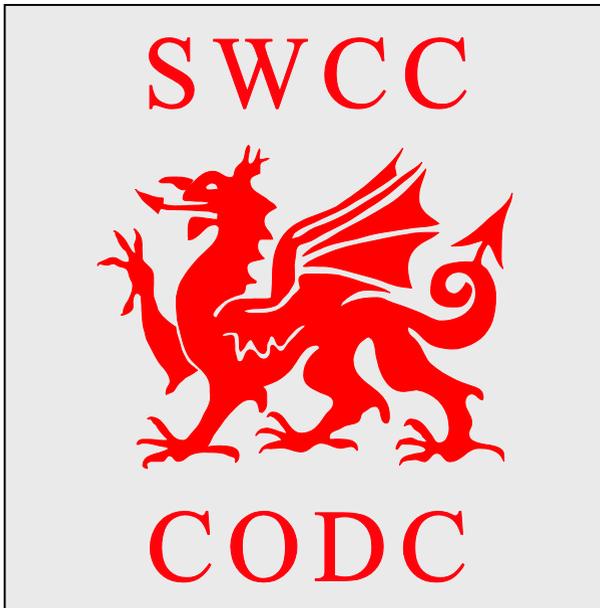


# **SOUTH WALES CAVING CLUB**



**CLWB OGOFEYDD  
DEHEUDIR CYMRU**

[www.swcc.org.uk](http://www.swcc.org.uk)

# **INFORMATION FOR VISITING GROUPS**

**January 2018**

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## **INTRODUCTION**

South Wales Caving Club (SWCC) allows the use of its Headquarters (HQ) by visiting groups on the basis that at least one of the visitors acts as group leader, taking responsibility for the management of the group and the care of the cottages.

SWCC does not demand deposits or charge highly; indeed our hut fees barely cover running costs. In return, we request that groups maintain the cleanliness of the facilities and on departure, leaves the place in as good as or better condition than when they arrived. This repays their visit with support for the Club and its willingness to share its resources with others.

It is important to note that the agreement by the SWCC to allow groups to use the HQ does not include cave access permits nor access to cave keys. These must be arranged separately before arrival; how to do this is explained on the Club web site at [www.swcc.org.uk/joomla-swcc/caving/local-caves](http://www.swcc.org.uk/joomla-swcc/caving/local-caves).

**Enjoy your stay at South Wales Caving Club**

# WHAT THE GROUP LEADER DOES

In the absence of a South Wales Caving Club Duty Officer, for example mid-week, The Group Leader's main responsibilities are to:-



Supervise and manage the smooth running of the cottages during the visit.



Manage the HQ keys for the group and secure the building when leaving it empty at any time.



Ensure that the people in the group staying at the Club have the right to be there and sign in on the hut sheets to confirm who they are and what they owe.



Collect from the members of the group the correct payment of hut fees and either deliver these to an agreed Club representative, deposit them in the payment box by the telephone in Cottage No. 8 or pay them into the bank.



Manage the evacuation, head count and alarm cancellation in the unlikely event of a fire alarm or fire.



Manage the expectation of residents to help maintain the cleanliness and functions of the HQ so that it remains fit for purpose week by week.



Take the responsibility of ensuring that the group observes the Club rules

# GETTING STARTED

## HQ Keys

- With your booking to stay at SWCC, the Bookings Secretary will have provided you with a 4-digit code for access to a key safe containing the key to the HQ.
- Go to the alleyway that runs down between the centre of the cottages. Reach through the grill door on the left hand side to find the key safe. Enter the code and extract the key.
- Please return this key to the key safe immediately after use or if you are the last one going out so that it is always there for other users. Lock the key safe by setting a random number.
- If the key is missing or if there is a problem with the key safe you may collect one from a local key holder:-

### SWCC Local Key Holders

Lesley Davies	Tel. 01639 730771
Bryn Cerdd, Morgan Street, Caehopkin, SA9 1TS	Mob. 07970 177621
Grid Reference SN 822124	Lat/Long 51° 47' 52" N 03° 42' 34" W

Annie and Simon Amatt	Tel. 01639 730336
135 Heol Tawe, Abercrave, SA9 1XS	
Grid Reference SN 824128	Lat/Long 51° 48' 08" N 03° 42' 23" W

Judy and Mick Day	Tel. 01639 730125
Bryn Aur, Brecon Road, Pen-y-Cae, SA9 1FA	
Grid Reference SN 844138	Lat/Long 51° 48' 43" N 03° 40' 39" W

The local key holders live on or quite close to the main road (A4067) South of the HQ. If possible, phone ahead before picking up the keys.

## Access to Changing Rooms and Showers

The door into Cottages Nos. 3/4 leading to the Changing Rooms and Showers has a digital combination lock.

With your booking to stay at SWCC, the Bookings Secretary will have provided you with this 4-digit code which is different to the one for the main HQ key safe.



To open the door:-

- Press the 'C' button
- Enter the four-digit code number
- The door is now open
- The code number must be re-entered every time the door is opened

To open the door - free entry:-

- Press the 'C' button
- Enter the four-digit code number
- Press the 'F' button
- The door is now open
- The door can be opened again without re-entering the code number

To close the door when set for free entry and when locking up the HQ:-

- Press the 'F' button
- Press the 'C' button
- Close the door
- The door is now locked
- The code number must be re-entered before the door can be re-opened

## Keys to Ogof Ffynnon Ddu (OFD)

- The Club key you will be borrowing for entering the HQ will not give access to the (cave) key cupboard. Keys to OFD are available from key safes located in the Cottage No. 3 corridor near the Gents Changing Room.
- If you have a permit and wish to enter OFD, you should obtain from the SWCC Bookings Secretary the 4-digit code to the key safes.
- Please return this key to the key safe when you come out of the cave and lock the key safe by setting a random number. The Club will charge visitors for the cost of replacement keys if they are lost or not returned.
- Complete the log book which you will find by the key safes. Remember that you must have a permit in order to cave in OFD and that you should leave a route ticket (*see Page 17*).
- Please note the access conditions to OFD as set out at <http://ofdcmc.org.uk>.

## Opening Up

If you are the first to arrive at the HQ or if not done already:-

- ✓ Open the main front doors using the key taken out of the key safe or collected from one of the local key holders (*see Page 5 for contact details*).
- ✓ Switch on the electrical supply at the labelled trip switch on the fuse boxes high up in the Cottage No. 7 corridor to the right as you go in via the main door.
- ✓ Turn on the Main Kitchen gas supply, slowly. The valve is at head height above the fridges. If Family Quarters is going to be used, switch on the gas supply in that kitchen as well. These valves are on when the lever is vertical - in line with the pipe.
- ✓ Close all the fridges and dispose of any old food and expired rodents. In the Main Kitchen, switch on all five fridges or just two if the Club is not busy. There are switches over the worktops for fridges 1,2 and 3,4,5 and switched plug sockets under the worktops which should not be switched off.
- ✓ If you find any obvious damage or a security problem, tell the Warden as soon as possible (*see Page 27 for contact details*) or inform a Committee Member.
- ✓ You do not need to turn on the central heating and hot water at weekends as these are controlled by a time switch. Midweek visitors will need to override the boiler timer for heating and hot water (*see Page 14*).

# AT THE HQ

## Visitor Keys

- You should ensure that when using the key safe key, this is returned to the key safe as soon as the Club is opened and when leaving the Club. If you have borrowed one from a local key holder then it must be returned at the end of your visit.

## Signing In

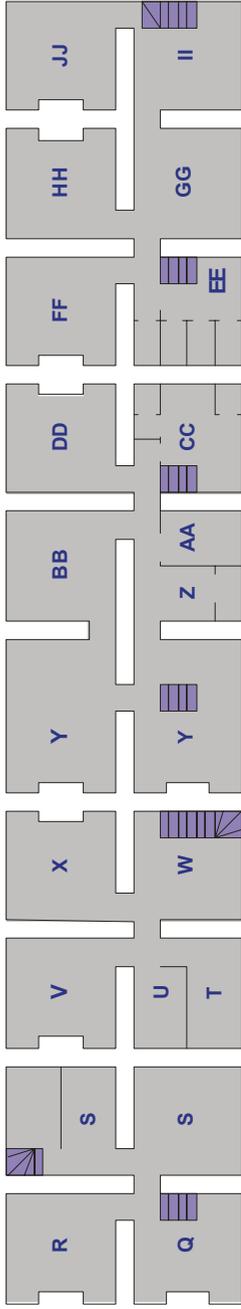
- Get everyone to sign in individually, one person per line. Try to get groups to sign in consecutively. This will help when collecting money later.
- Ensure when a new sheet is started that there is a duplicate sheet and a card protector beneath both to prevent copying through to the next set of sheets.

SWCC HUT SHEET								No. 3442
Please sign in on arrival and write clearly						DATE: <u>26-Oct-14</u>		
Status: M = SWCC, G = Guest, S = Student, C = Child R = Reciprocal rights holder, D = Day visitor						DUTY OFFICER: <u>F. Godmother</u>		
Payment: Cash or Cheque / Card or PayPal. If using the post box, state "PB"								
Name	Status	Club	From	Nights	Payment		DO or PB	
					Cash or Cheque	Card or PayPal		
Tony Doble-Barold	M	SWCC	24	2	£ 10.00	Card	sq	
F. Bogeymann	G	-	24	2	£ 18.00	Card	sq	
<i>Florence Nightingale</i>	<i>R</i>	<i>BEC</i>	<i>23</i>	<i>3</i>	<i>£ 15</i>		<i>PB</i>	
<i>Joan Pribling (visiting)</i>	<i>D</i>	<i>AA</i>	<i>26</i>	<i>-</i>	<i>£ 1.00</i>		<i>sq</i>	
<i>Tim Postlethwaite</i>	<i>R</i>	<i>CPC</i>	<i>24</i>	<i>2</i>	<i>£ 10.00</i>			
<i>Dafydd Williams</i>	<i>M</i>	<i>SWCC</i>	<i>22</i>	<i>4</i>	<i>£ 20</i>	<i>PayPal</i>	<i>sq</i>	
<i>Hugh Williams</i>	<i>C</i>	<i>SWCC</i>	<i>22</i>	<i>4</i>	<i>£ 10</i>	<i>PayPal</i>	<i>sq</i>	
<i>Survey</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>£ 15</i>	<i>PayPal</i>	<i>sq</i>	
<i>Hohannes Kepler</i>	<i>sq</i>	<i>-</i>	<i>25</i>	<i>1</i>	<i>£ 9.00</i>		<i>sq</i>	
			Totals on this sheet		£ 35.00	£ 63.00		
			- Total moved to owings sheet		£ 9.00			
			Brought forward from previous sheet		£ 99.00			
			Total collected / or carried forward to next sheet		£ 125.00			

n.b. Hut sheet design is still under development and may vary from that shown

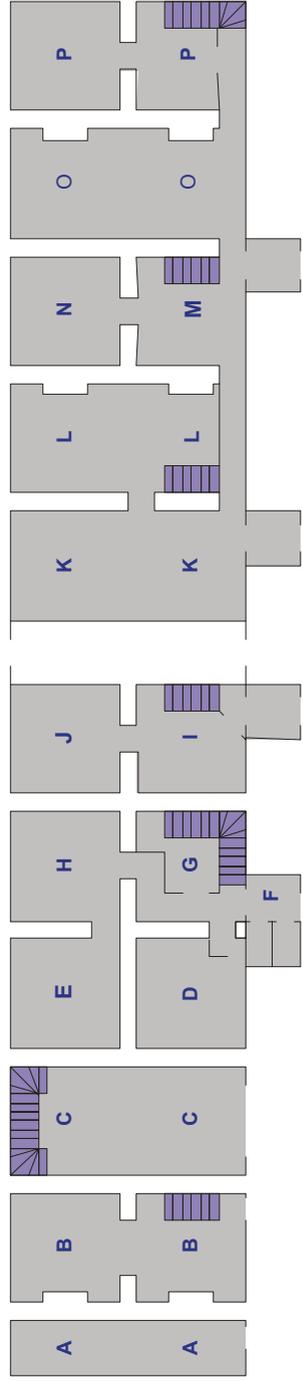
# SWCC HQ Layout

## 1 - 10 POWELL STREET



First Floor Plan

No. 0 No. 1 No. 2 No. 3 No. 4 No. 5 No. 6 No. 7 No. 8 No. 9 No. 10



Ground Floor Plan

## SWCC HQ Room Details

A Digging Stores	J Family Common Room	S SMCWRT (Cave Rescue)	BB Ladies' Dormitory
B Workshop	K Main Kitchen	T Tackle Store	CC Ladies' Toilets and Washing
C SMCWRT (Cave Rescue)	L Dining Room	U Archive Store	DD Ladies' Dormitories (Members)
D Ladies' Changing/Showers	M Lobby Area & DO Cupboard	V Mixed Dormitory	EE Mixed Toilets and Washing
E Gents' Showers	N Small Common Room	W Locker Room	FF Gents Dormitory (Members)
F Toilets and Washing	O Long Common Room	X Drying Room	GG Mixed Dormitory
G Boiler Room	P Library	Y Family Dormitory	HH Gents' Dormitory (Members)
H Gents' Changing	Q Printing and Document Store	Z Family Toilet and Washing	II Mixed Dormitory
I Family Kitchen	R Building Stores	AA Family Dormitory	JJ Mixed Dormitory (Members)

## Where People Should Sleep

The Club allocates bedrooms as listed here. Visiting groups may vary this structure but need to be aware that Club Members can arrive and stay at any time without warning and will expect to use 'Members Only' rooms as noted below:-

- Cottage No. 5 (Front and Rear) - reserved for Members accompanied by children under 16 years old and for Joint Members when space permits **(Y)**
- Cottage No. 6 (Front) **(AA)**
- Cottages Nos. 7, 8, 9 and 10 (Rear) **(DD) (FF) (HH) (JJ)**

➤ The bedrooms available to visiting groups are:-

- Cottage No. 3 (Rear) - Mixed **(V)**
- Cottage No. 6 (Rear) - Ladies only **(BB)**
- Cottage No. 9 (Front) - Mixed **(GG)**
- Cottage No. 10 (Front) - Mixed **(II)**

➤ Cottage No. 6 (Rear) bedroom for Ladies **(BB)** is reached via the stairs off the corridor in Cottage No. 7 by the main Dining Room **(L)**.

➤ Cottages Nos. 9 and 10 (Front) mixed bedrooms **(GG) (II)** are reached via Cottage No. 8 or No. 10 stairs **(M) (P)**.

➤ Cottage No. 8 (Gents) toilets and bathroom **(EE)** has one cubicle for use by women or men. This can be accessed directly from the Nos. 9 and 10 bedrooms **(GG) (II)**.

➤ Camping is allowed only on the grass on the far side of the car park.

## Central Heating, Hot Water and Drying

- The central heating and hot water are timed to come on twice per day from Friday through to Sunday. Normally, this will be sufficient and **you should not need to adjust the settings.**
- If you are resident during the week, or if the hot water is only lukewarm or cold, you can override the boiler. Pressing the buttons that are below the main fuse boxes in the Cottage No. 7 corridor near the main door will turn the hot water and/or the heating on for two hours.
- Do not put dripping items directly into the Drying Room but let them drain for a while in the Changing Rooms first. Switch on the Drying Room dehumidifier; it will dry most of the clothing items in the room overnight provided they are not very wet. A Duty Officer or Club Member if present can turn on heat in the Drying Room using a key.
- In the event of gas being unavailable or a boiler failure, there is an electrical immersion heater that can be used to provide hot water only (and not central heating). The switch is inside the cage in the boiler room. The immersion heater is manually controlled and is not on a timer but its thermostat will prevent any overheating.
- The combination for the boiler room lock is **1812.**
- If a boiler reset is required, contact somebody for help (*see Page 27 for contact details*).

## Electric Oven in the Main Kitchen

- The controls for the electric oven in the main kitchen are complicated but there is a user manual adjacent.
- To prevent the oven being left on inadvertently, it is on a 2-hour timer. To make the oven work, you must firstly press the button on the isolator situated under the bench and to the right of the oven itself. If the oven is turned off and you wish to use it again or if you cook for more than 2 hours, this button will have to be pressed again.

## Cleaning

- Cleaning and maintaining the HQ should be a shared role of all residents. Feel empowered to ask all residents to clear up and help you with leaving the HQ in a clean condition at the end of a weekend.
- The Club has no facilities for disposal of recyclable materials. You should do your best to ensure that everybody takes away with them their own rubbish. That should include glass bottles, hard plastic bottles and cardboard so that only soft plastics and food waste go into the black bin bags.
- Cleaning materials can be found in the Dining Room cupboard.
- Spare toilet rolls can be found in the cupboards in the Gents Toilets in Cottage No. 8 and in Ladies Toilets in Cottage No. 7.

## Telephone and WiFi

- The HQ has a payphone located downstairs in Cottage No. 8. At present, this telephone does not accept coins and is taking incoming calls only. The number is 01639 730613.
- The signal strength for mobile networks at the HQ is very weak but there is a repeater downstairs in Cottage No. 8 and the signal in the Small Common Room is somewhat better.
- WiFi is available for use at the HQ. Log onto the network *SWCC - Internet Access* and use the password *penwyllt2016*.
- The HQ is awaiting the installation of a fibre Broadband system but for the time being, has only a very slow connection. Please do not stream large amounts of data as this goes over the contracted limit and incurs extra costs. If those present do not moderate their usage, the current system will fail to work.

# CAVE ACCESS

## Management of Cave Access

SWCC (through the DO) administers the issue of trip tickets and a destination board system as part of the Club's responsibilities to National Resources Wales (NRW) and also for safety purposes.

- Visiting clubs must have obtained a permit in advance from the NRW OFD Permit Secretary or possess an annual permit.

**CAVE** *OFD1 / 2*      **KEY** *5*

**ROUTE** *Through trip via Marble Showers Traverses. May look in Upper Oxbow Series en route. If stream in OFD1 is high will exit via Cwmdwr.*

**NAMES**      **CAR Nos**  
**LEADER**  
*E Martel*      *X981HMT*  
*N Casteret*  
*F Collins*

**CLUB**  
*Calcite Caving Club*

**ADDRESS OF KEYHOLDER**  
*25, Calcite Close, London, NW2 5PW*

**DATE** *06/11/07*      **KEY RET. TO** *CCO*  
**TIME IN** *11.00*      **OUT** *18.00*

Obvious really but do be absolutely clear!

Keys do get left in oversuit pockets and tackle sacks. Also a useful cross-check for rescue – if the key is back maybe you are back, this could avoid a callout.

As much detail as possible please – especially if you have a 'Plan B' in mind.

As with Key Nos. this can help us confirm if a party is underground or may actually have left.

Please give this part of your club's name in full. Calcite C.C. would be fine as would Gypsum Uni. S.S.

Once again may be helpful if there is uncertainty as to a party's whereabouts or in case of a missing key

Times are vital for rescue too. The 'out' time should tally with your chosen hook on the destination board

Date is vital for rescue: especially for mid-week trips.

Please give full names clearly written. Avoid 'Martel + 2', nicknames etc.

- Caving parties are urged to leave a route ticket for any underground trip whether or not a cave key is used.
- The two part (white and pink) route tickets include space to add route, date, names, caving group, addresses, car registration, time in and time out. You should ensure that all details are filled out on these. The pink ticket goes on the destination board in the Cottage No. 8 lobby and the white one on the corresponding hook in the DO cupboard if a key is issued.
- On return, any cave key used should be posted into the hole in key cupboards. The pink route ticket should be removed from the destination board and posted into the box at the bottom. The white ticket should be posted into the cupboard along with any key used.
- Specific access information by cave can be found at [www.swcc.org.uk/joomla-swcc/caving/local-caves](http://www.swcc.org.uk/joomla-swcc/caving/local-caves).
- **Cavers should be reminded to make their own rescue callout arrangements for exit times later than 17:00 on Sundays and at times when no Duty Officer is present, for example mid-week.**

# MONEY

## Payment of Hut Fees

Hut fees are charged per day and are based on the fact that HQ facilities are used as much during daylight hours as at night.

- The current fees are shown on the notice board and also in **Appendix C** (see Page 28).
- A typical weekend, Friday night to Sunday afternoon is a 2 day payment.
- Use of the HQ for a full day and then the following day with 1 residential night is also a 2 day payment.
- An arrival during the afternoon of the day and departure on the following morning is a 1 day payment.
- Those under the age of 2 years stay free of charge. Child hut fee rates apply between the ages of 2 and 16 years. From 16 years upwards, adult fees apply.
- Fees for camping or the use of a campervan are the same as for use of the cottage bedrooms.
- Cheques should be made payable to '*South Wales Caving Club*' - not '*SWCC*'.
- Bank transfer payments should be made to SWCC Account No. 30525340 Sort Code 20-13-67.

# LOCKING UP

## Check List

- ✓ Try to leave the HQ reasonably tidy and do not be scared to ask people staying at the HQ to do some cleaning. It is not your job to do it all, but to make sure that it does get done.
- ✓ Switch off the gas supplies to the Main Kitchen and the Family Quarters Kitchen if this has been used. Do not turn off the main gas valve on the outside wall of Cottage No. 4 as this will stop the boiler from working.
- ✓ Switch off the electrical supply at the labelled trip switch on the fuse boxes high up in the Cottage No. 7 corridor to the right as you go in via the main door.
- ✓ All fridges should be left clean and open to prevent mould. All perishable foods should be removed from the HQ before leaving.
- ✓ Bins should be emptied, and bags should be put in the large wheelie bin situated across the car park by the outside sheds Bin bags are kept in the Dining Room cupboard.
- ✓ Close all windows and then lock all outside doors.
- ✓ Replace any HQ or cave keys which has been used from one of the key safes.
- ✓ Return any key borrowed from a local key holder.

# APPENDICES

## Appendix A - Emergency Information

### Fire Alarm System

- The HQ has an integrated fire alarm system with a control panel in the Cottage No. 7 passage way adjacent to the lobby. In the event that the alarm goes off:-
  - Evacuate the HQ and check that everyone is out
  - Press the silence alarm button then identify the zone and cause of the alarm (smoke or manual activation point)
  - Call the fire and rescue services if necessary
  - If the incident is over, cancel the alarm by cancelling the zone indicator, red LED first, then reset the system
  - Inform the Warden (*see Page 27 for contact details*) with all the details of the incident

Information relating to the fire alarm system, along with the call point cancel code, is in the file above the fire alarm panel.

### Electricity

- Inside the buildings, the circuit breakers are:-
  - In corridor to the right of the Main Kitchen (Cottage No. 7)
  - In Family Quarters above the porch area (Cottage No. 5)
  - In the Workshop (Cottage No. 1)

- Outside the buildings, the circuit breakers are:-
- In the porch of Family Quarters (Cottage No. 5). These circuit breakers control the electrical supplies to the vehicle pit, kit washdown area, outside building stores and sheds
  - In the main porch (Cottage No. 7). This circuit breaker controls the electrical supply to the campsite

### Guide to the Consumer Unit

Each circuit is protected by a circuit breaker (MCB) and each group of circuits is protected by a Residual Current Device (RCD). An MCB is designed to operate when high currents are detected, e.g. a short circuit caused by a faulty appliance.

To reset a tripped RCD or MCB - make sure the lever is fully down then push upwards.

Fault finding - when an RCD or MCB keeps tripping, unplug all appliances and turn off all switches, for example lights, cooker, shower etc. For an RCD, also turn off all its associated MCBs at the consumer unit. One at a time turn back on the MCBs and then one at a time turn on the switches and, one at a time, plug in the appliances. If at any stage an RCD or MCB trips then this shows where the fault lies. Usually it is caused by a faulty appliance, e.g. a cooker or by water entering an outside light. You should report any faulty appliances.

If there is no electricity available, inform the local authority responsible for electricity supply (Western Power Distribution) Tel. 0800 052 0400.

## Water

- Outside the buildings there is not one single stop tap for all the cottages.
- There is a double manhole cover just inside and to the left of the main gate as you come in. The stop tap in there controls the water to the washdown area only.
- Inside the buildings there are three shut off points:-
  - In the corner of the Tackle Store (upstairs, Cottage No. 3). This feeds the roof tanks in Cottages Nos. 3 and 4
  - Under the Family Quarters sink (Cottage No. 5). This feeds the No. 5 kitchen
  - Behind the fire door downstairs in the lobby (Cottage No. 8). This feeds the roof tanks in Cottages Nos. 8 and 9 and the Main Kitchen

If there is no water coming out of the taps:-

- The water comes from holding tanks up the hill. In periods of either drought or sub-zero temperatures, the supply will fail although water will continue to be available from the roof tanks through some of the taps until it runs out.
- Under these circumstances, you should advise residents and Visitors to use this water sparingly. You can arrange for drinking water to be brought up the hill from e.g. one of the local key holders.

- After very heavy rain, the inlet to the holding tanks can block with vegetation. Arrange a working party with knowledge of the water tank system to go up and restore the supply. Record any work done on the supply system or water tanks in the Penwyllt Water Users Association log book kept in the Cottage No. 8 lobby.

## Sewage

- The cover of the septic tank is located at the top of the camping area, close to the electricity hook up point.
- If the tank overflows, hose away the excess and inform the Warden (*see Page 27 for contact details*) that a pump out is required.

## Gas

- In an emergency, the main gas supply can be isolated with the main gas valve/regulator outside Cottage No. 4 in the Family Quarters garden.
- Do not close this valve except in an emergency as it will shut down the domestic hot water and central heating systems. When the valve handle is at right angles to the pipe the supply is turned off.
- The gas can be turned off at the bulk tank as well.
- The Calor Gas customer services telephone number is 0345 609 6206. The SWCC Account No. is 40243365 and the Delivery Point Reference is 40243373.

- The Calor Gas emergency telephone number is 0345 744 4999.
- The gas comes from a bulk tank behind the Outside Building Stores and sheds. It is refilled on an automatic ordering system and should not run out at any time. If you suspect that the tank may be running low, you can check the contents gauge on the top using the yellow key on the DO key ring to undo the cover.
- If gas is not reaching the kitchens or the boiler has gone out, check the supply as follows:-
  - Ensure there is gas in the tank by looking at the gauge
  - Check that the valve on the tank top is in the open position
  - Check that the main gas valve/regulator outside Cottage No. 4 in the Family Quarters garden is on (lever in line with the pipe)
  - Check the gas valves to the boiler and/or kitchens are on



**TURN OFF ONLY IN AN EMERGENCY!**

- If there is gas in the bulk tank but it is not coming through, the most likely cause is an *Under Pressure Shut Off* condition (UPSO).
- UPSO is a safety feature that trips when a gas valve has been opened very quickly and there has been a rush of gas into the system. It can be reset as follows:-
  - Shut off all hobs, ovens and kitchen wall gas valves
  - Go to the main gas valve/regulator outside Cottage No. 4 in the Family Quarters garden
  - Unscrew the reset on the left hand side of the valve
  - Withdraw the reset to the left then screw it back in again
  - The tell-tale in the window of the reset will now show green, indicating that gas is available again
  - Turn on the kitchen wall valves

## First Aid and Medical

- There is a First Aid kit in the Small Common Room.
- The nearest doctor is Doctor Boladz & Partners, Abercrave Health Centre, Tel. 01639 730225.

## Appendix B - Useful Information

### HQ Details

- The HQ address is:-  
1-10 Powell Street, Penwyllt, Swansea, SA9 1GQ.
- The HQ is at Grid Reference SN 856154  
Lat/Long 51° 49' 33" N 03° 39' 40" W.
- The HQ telephone number is 01639 730613.

### Telephone Numbers for Help

- If you have any problems help is available from:-
  - Brian Clipstone (Warden) Tel. 020 8204 6928  
<cottagewarden@swcc.org.uk>
  - Chris Grimmett Tel. 01477 533786  
<treasurer@swcc.org.uk>
  - Keith Goodhead Tel. 01874 610080  
<bookings@swcc.org.uk>

### Pubs & Restaurants

The Copper Beech Hotel	01639 730269
The Abercrave Inn	01639 731002
The Ancient Briton	01639 730273
The Gwyn Arms	01639 730310
The Pen-Y-Cae Inn	01639 730100
Tafarn Y Garreg	01639 731415

## Appendix C - Hut Fees for the HQ

From May 2017 to April 2018

<p><b>Members visiting the HQ primarily on Club business</b>  i.e. Club administration, HQ servicing or repair work  Also residential stays of Members' children under 2 years old</p>	<p>----</p>
<p><b>Non-resident Visitors using only the changing facilities</b>  With or without shower use  Payment to the Duty Officer at the time of key issue or in a shower box</p>	<p>£1.00</p>
<p><b>Non-resident Members and their Guests - Day Use</b>  For use of any facilities on recreational day visits to the HQ.  Payment to the DO or in the post box in the Cottage No. 8 lobby area</p>	<p>£1.00</p>
<p><b>Members, Provisional Members and Reciprocal Members</b>  With proof of membership of Bristol Exploration Club, Cave &amp; Crag, Craven Pothole Club, Mendip Caving Group, Orpheus Caving Club, Red Rose Cave and Pothole Club, Wessex Caving Club, Bradford Pothole Club or Yorkshire Subterranean Society.  Includes Junior/Provisional Members over 16 years of age. Residential day</p>	<p>£5.00</p>
<p><b>Children (under 16 years) of a Member, Provisional Member or Reciprocal Member</b>  Residential day</p>	<p>£2.50</p>
<p><b>All other resident Guests and Visitors</b>  Residential day</p>	<p>£9.00</p>
<p><b>Children (under 16 years) of a Guest or Visitor</b>  Residential day</p>	<p>£4.50</p>
<p><b>Resident Students in a group that has pre-booked with the SWCC Bookings Secretary</b>  Non pre-booked Students pay Guest/Visitor rates. Residential day</p>	<p>£7.00</p>

