



# National Assembly for Wales **Event Spaces**



**National Assembly for Wales**  
Front of House

The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales, agrees Welsh taxes and holds the Welsh Government to account.

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# Exhibition Spaces

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Artwork by [illegible]



Artwork by [illegible]



## **Pierhead: Future's Gallery**

The gallery is a place for you to show your vision of Wales' future. The Pierhead is a favourite of visitors to the Bay, and you'll often see Assembly Members visiting the building too.

In this space we will provide four exhibition boards, providing a total of 24 (w) x 2 (h) meters of space to use. Your artwork will need to be strung to use our hanging system, and we allow Command tape to be used on the boards for posters or captions.







## **Senedd: Oriel**

The tree-like shape of the funnel is intended to encourage visitors to meet and share ideas. The Oriel lends itself very well for this purpose, with the Senedd café shop at the back and views of the Bay. The Senedd is an open and welcoming place where the people of Wales are encouraged to participate in the work of the Assembly.

In this space we will provide three exhibition boards, providing a total of 18 (w) x 2 (h) meters of space to use. Your artwork will need to be strung to use our hanging system, and you can use Command tape on the boards for attaching posters or captions.



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# Event Spaces

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## **Pierhead: Pierhead Suite**

Formerly the Harbourmaster's Room, this is where Cardiff's docks were managed during their busiest period. Tall ceilings, large windows, and a fireplace – this is the Pierhead's most grand room. This is a space best used for meetings or small networking events.

### **Available times**

These include the time it takes you to set up and dismantle:

- Tuesday: 16.30 – 20.00
- Wednesday: 16.30 – 20.00
- Thursday: 16.30 – 20.00

### **Layout options and capacities**

- The room's capacity is thirty people standing (some seating available).





## **Pierhead: Main Hall**

Organising a conference or lecture at this unique events space will help you raise the profile of your issues or concerns. Your presentation will be amplified by the audio visual system designed to complement the space.

### **Available times**

These include the time it takes you to set up and dismantle:

- Monday and Friday: 09.30 – 16.30;
- Tuesday, Wednesday, and Thursday: 09.30 – 14.00 or 16.00 – 20.00.

### **Layout options and capacities**

- Theatre style seating: 100;
- Mix of theatre style seating and tiered seating: 120;
- Cabaret style (round tables): 100;
- Standing: 140.



## **Pierhead: Seminar Rooms**

These meeting rooms are useful for boardroom style meetings, or break out spaces for events organised in the Main Hall.

### **Available times**

These include the time it takes you to set up and dismantle:

- Monday and Friday: 09.30 – 16.30;
- Tuesday, Wednesday, and Thursday: 09.30 – 14.00 or 16.00 – 20.00.

### **Layout options and capacities**

- Theatre style seating: 40;
- Boardroom style: 30.
- The room can be divided, the capacities are then halved.







## **Senedd: Neuadd**

Our largest and busiest space, your event will be alongside Assembly Business. The Neuadd is also the perfect place to take in the wonderful views over Cardiff Bay, including the iconic Pierhead. This space suits events that have messages, or speeches, aimed at Assembly Members and the public.

### **Available times**

These include the time it takes you to set up and dismantle:

- Monday and Friday: 09.30 – 16.30;
- Tuesday, Wednesday, and Thursday: 08.00 – 14.00 or 16.00 – 20.00.

### **Layout options and capacities**

- Theatre style seating: 150;
- Cabaret style (round tables): 100;
- Standing: 200



## **Senedd: Oriel**

Situated on the upper level, easy to access from the Neuadd, this space can be booked for smaller events or as additional space for events using the Neuadd.

The tree-like shape of the funnel is intended to encourage visitors to meet and share ideas. The Oriel lends itself very well for this purpose, with the Senedd café shop at the back and views of the Bay.

### **Available times**

These include the time it takes you to set up and dismantle:

- Monday and Friday: 09.30 – 16.30;
- Tuesday, Wednesday, and Thursday: 08.00 – 14.00 or 16.00 – 20.00.

### **Layout options and capacities**

- Theatre style seating: 25;
- Standing: 110.





## **Tŷ Hywel: Siambr Hywel**

Based in the former Assembly debating chamber, Siambr Hywel is a unique events space in Tŷ Hywel. It is named after Hywel Dda (Hywel the Good) who made the first laws for Wales in the tenth century.

Since the Senedd opened its doors in 2006, Siambr Hywel was renovated and re-opened as a dedicated youth debating chamber and interactive learning centre. Siambr Hywel is the first of its kind in Europe and, since its launch in 2009, it has been a popular venue for teaching, conferences and lectures.

### **Available times**

These include the time it takes you to set up and dismantle:

- Monday and Friday: 08.00 – 16.30;
- Tuesday, Wednesday, and Thursday: 17.00 – 20.00.

### **Layout options and capacities**

- Lecture seating: 60;
- Capacity of the room: 100.





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# Supporting your event

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## The Role of an Events Officer

Our team of Events Officers will be your main contact when organising an event on the Assembly estate.

Soon after your event is confirmed, someone from the team will contact you to arrange a site visit or phone call, where they will discuss:

- Our terms and conditions;
- What we can offer your event, including:
  - Layout;
  - Audio visual support;
  - How to order catering.
- The impact on Assembly Business, Health and Safety, and Security;
- Any questions that you have.

Contact us if you would like someone from the team to give you a tour of the spaces before you apply: **[contact@assembly.wales](mailto:contact@assembly.wales)**.

## **The Assembly Estate in Cardiff Bay**

The National Assembly for Wales is committed to promoting equality of opportunity and to ensuring that everyone has equal access to our buildings.

We have the following aids and services available to make sure that all of our visitors feel welcome and comfortable when on our estate:

- Level access entry to the Pierhead and Tŷ Hywel and ramp/lift access to the Senedd;
- Braille signage throughout the estate;
- Loop systems throughout the estate;
- Accessible toilet facilities, including a Changing Places facility in the Senedd;
- Assistance dogs are welcome;
- Wheelchairs are available for loan on site;
- Prayer/contemplation room available in the Senedd;
- Parent and toddler room available in addition to baby changing room;
- Male and female security and police available.

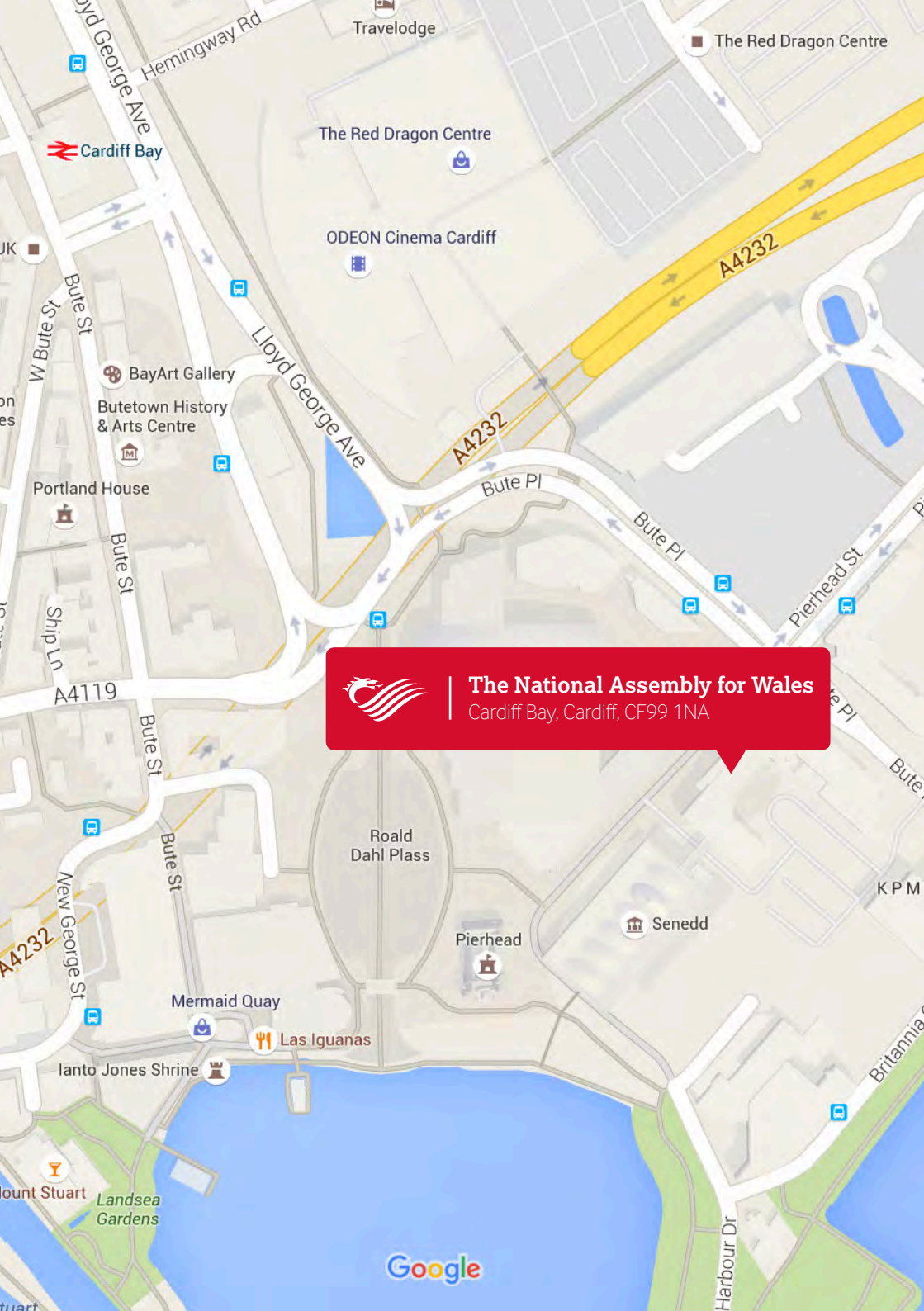




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# How to get to us

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**The National Assembly for Wales**

Cardiff Bay, Cardiff, CF99 1NA

## **Bus**

Bus number 6 leaves from Cardiff Queen Street Station, Dumfries Place, Greyfriars Road, St Mary Street or Cardiff Central Station every 10 minutes and stops at both Pierhead Street and outside the Wales Millennium Centre adjacent to the Senedd.

Routes 7 and 8 depart from Canal Street and Westgate Street respectively every 15 minutes and stop on Pierhead Street, a short walk (approximately 200 meters) from the Senedd and the Pierhead.

Route 11 departs from St Mary's Street every 30 minutes to Mermaid Quay.

## **Train**

Services will run every 12 mins from Cardiff Queen Street Station to Cardiff Bay Station. The station is a few minutes walk from the Senedd and the Pierhead.

## **Road**

Leave the M4 at junction 33, follow the A4232 to Cardiff Bay and follow signposts to National Assembly for Wales, CF99 1NA.

## **Car Parking**

The nearest car park is the multi-storey parking on Pierhead Street, a short walk away from the Assembly.

## **Coach Parking**

A map detailing coach dropping-off points is available from the Assembly information Line.

## **Bike/Foot**

The Taff Trail, which runs from Brecon along the River Taff through Cardiff city centre to Cardiff Bay, ends at the Oval Basin outside the Senedd. There is also a cycle and footpath, which runs along the A4232 from the Cardiff Bay Retail Park.