

Information for guests attending events at the National Assembly for Wales

If you require this information in an alternative format please contact the organiser of your event.

Before the Event

Code of behaviour for public events

You should ensure that you read this document carefully as your confirmation that you will participate in an event constitutes your acceptance.

All attendees at events at the National Assembly for Wales (the Assembly) are expected to:

- enter and leave the building quietly;
- switch off mobile phones, pagers and other electronic devices;
- obey instructions given by Assembly officers;
- not leave baggage and personal items unattended;
- display event badges at all times whenever supplied;
- conduct themselves with consideration for the safety and comfort of other guests;
- eat, drink or smoke in designated areas only;
- act responsibly in a manner that is respectful to others with courtesy, dignity and positive regard.

On arrival

Please arrive via the main entrance of your allocated building unless your letter or invitation specifically mentions using one of our other entrances. The details of where your event is being held and location of the relevant entrance will be specified on your invitation.

Invitation

Please retain your invitation and bring it with you to the event as this will form part of the security procedures and you will be asked for it on arrival. Failure to produce your invitation may mean that your access to the building is refused.

Access arrangements for disabled visitors

In order to make your visit to the Assembly as enjoyable an experience as possible, please inform the events organiser of any arrangements which can be made to enable full access to the event. It would be extremely helpful if you do this in advance of the event to enable the necessary arrangements to be put in place. Advance notice may be required if, for example, you require use of the induction loop, infra

red system, information in an alternative format or the seating/room layout to be rearranged.

Queues at the entrance

If your event is on during the day, there may be a queue of people waiting to get into the building. Please follow any signage for event attendees or make your way to the top of the queue and let staff know that you are here for an event. Please remember though that the queue may just be other delegates for your event.

Security

Mandatory security procedures will be in place for all persons entering the building. This includes an airport style check in the Senedd and Ty Hywel.

During the Event

Evacuation of the building

Should it be necessary to evacuate the building, Security personnel and Events Officers will provide instructions and assistance.

Evacuation for visitors who require assistance

If you will require additional assistance in the event of an evacuation please contact the Events Team prior to your attendance:

Events Team

Tel: (029) 20 898201/8550/8540/8084

Email: eventsteam@wales.gsi.gov.uk

Travelling to the National Assembly for Wales

Train

Services run every 20 minutes from Cardiff Queen Street Station to Cardiff Bay Station. The station is a few minutes walk from the Senedd and the Pierhead.

Bus

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

Routes 7, 8 and 11 depart from Castle Street or Westgate Street and operate every 15 minutes and stop on Pierhead Street, a short walk (approximately 200 metres) from the Senedd and the Pierhead.

Alternatively, from Cardiff central bus station, routes 35 and 36 depart from stand E1 and operate every 20 minutes to the Wales Millennium Centre adjacent to the Senedd

By 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 pay and display car park is at Mermaid Quay, a short walk from the Pierhead. The car park is permanently staffed by security guards. Voucher parking is available outside the Norwegian Church.

Coach parking

A map detailing coach dropping-off points is available on request from the Assembly Booking Line. The booking line can be contacted on **0845 010 5500** or by emailing assembly.info@wales.gsi.gov.uk.

Accessible parking for disabled visitors

Parking is available in the Assembly car park for disabled visitors by prior arrangement. Parking can be arranged through the Assembly booking line on 0845 010 5500. Visitors must display their disabled parking badge on arrival.