



Hire Charges for The Fromus Centre

Seaman Avenue, Saxmundham, IP17 1DZ
www.fromuscentre.org.uk

owned by Suffolk County Council - leased and managed by
The Saxmundham & District Community Interest Company (SADCIC)
www.saxcommunity.co.uk

2017

Business, Private and Public Sectors and out-of-area / larger Third Sector enterprise charges shown first

Priority rates for local Saxmundham / IP17 community, charity, voluntary groups and social enterprises – all with less than 10 FTE employees (as shown in brackets).

<u>Areas</u>	<u>Minimum Charge</u> <u>1 Hour</u>	<u>Extra Hours</u> <i>(no part hours)</i>
1) Main Hall	£14.00 (£7.00)	£14.00 (£7.00)
2) Kitchen / Large Meeting room (up to 15)	£10.00 (£5.00)	£10.00 (£5.00)
3) Meeting room 1 (up to 8 persons)	£6.00 (£3.00)	£6.00 (£3.00)
4) Meeting room 2 (up to 12 persons)	£8.00 (£4.00)	£8.00 (£4.00)

Flip charts available in Meeting Rooms 1 & 2 (Supply own paper). White board available in Meeting Room 2 (Supply own water-soluble pens only)

There are no further discounts on multiple room bookings.

Private Party bookings require a separate £100 deposit cheque, returnable if hall / other rooms are handed back in clean and tidy condition.

GENERAL CONDITIONS

- 1. Booking times include setting up and clearing away time.**
- 2. Clear up all mess and rubbish before leaving. (eg Sweep floor and wash tables if necessary).**
- 3. Wash up all cutlery and china, replace into cupboards and drawers.**
- 4. Replace all furniture back to designated rooms / position (see room notice)**
- 5. Stack blue chairs in 5's and use trolley.**
- 6. Switch off all lights and hall heaters, and close all external doors and windows.**



Saxmundham & District
Community Interest Company

Booking Form for The Fromus Centre

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Booking Details

I request to book area(s) ... 1) 2) 3) 4) please circle or delete as required

Date(s).....

Time(s)

Total cost (or leave blank to be calculated by SADCIC) £.....

Name of group (Please print).....

Contact details(address, Tel number and e-mail address)

Name of person booking (Please print)

- I have read the terms and hiring conditions and confirm my agreement to them.
- If applicable - I am aware of the 'Vulnerable Persons' regulations and, our group works in accordance with the current regulations. (Delete if not applicable to your group)

Signed on behalf of the group.....

Bookings and Payment process

1. **Provisional Booking Enquiries** to Steve Palmer E-mail: fromus.centre@gmail.com
(Bookings are not confirmed until booking form + cheque received by SADCIC)
2. **To confirm Bookings > Send / Drop off completed Booking Form + Cheque (made out to 'SADCIC')** to Phil Peeling, SADCIC, 4, Heron Road, Saxmundham, IP17 1WR (for queries E-mail ppeeling@freebie.net)

The Saxmundham & District Community Interest Company
Company number 06113547