



# The Fromus Community Centre Hire Charges

Seaman Avenue, Saxmundham, IP17 1DZ

*The Saxmundham & District Community Interest Company (SADCIC)*

[fromus.centre@gmail.com](mailto:fromus.centre@gmail.com)

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

Tel: 07814525961

**Effective Period beginning 1 April 2018**

**Discount rates for Saxmundham / IP17 community voluntary groups – (shown in brackets).**

<u>Areas available for hire</u>	<u>Minimum Charge</u> <u>1 Hour</u>	<u>Extra Hours</u> <i>(or part hours)</i>
1) Main Hall	£12.00 (£8.00)	£12.00 (£8.00)
2) Kitchen Area / Lge Meeting room (up to 15)	£9.00 (£6.00)	£9.00 (£6.00)
3) Meeting room 1 (up to 8 persons)	£6.00 (£4.00)	£6.00 (£4.00)
4) Meeting room 2 (up to 12 persons)	£9.00 (£6.00)	£9.00 (£6.00)

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 to include setting up and clearing away time.
2. Clear up all mess and rubbish before leaving. (eg Sweep floor and wash tables if necessary). Rubbish to be placed in the external green bins. No glass to be left on site.
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 (use trolley) and replace tables on trolley.
6. Switch off all lights and hall heaters, and close all external doors and windows.
7. Set Alarm if you are the last occupant of the building after 6pm..



# Fromus Community Centre Booking Form

## Booking Details

I request to book area(s) ... **1**(Hall) - **2** (Kitchen) - **3**(Room 1) - **4**(Room 2) Please circle or delete as required

Date(s).....

Time(s) .....

Total cost (leave blank to be calculated by SADCIC) £..... Purchase Order # .....

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

Contact details (address) .....

.....

Tel : ..... Email.....

Name of person booking (Please print) .....

I have read the terms and hiring conditions (available on website) 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. **To check availability and to make a *Provisional Booking Enquiries*** to Steve Palmer  
E-mail: [fromus.centre@gmail.com](mailto:fromus.centre@gmail.com)

**Note: Bookings are not confirmed until booking form + cheque received by SADCIC**

2. **To confirm Bookings** Post / 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](mailto:ppeeling@freebie.net) )

**The Saxmundham & District Community Interest Company**

Company number 06113547

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