



# The Fromus Community Centre Hire Charges

Street Farm Road, Saxmundham, IP17 1AL

*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: 07968160706

**Effective Period beginning 1 September 2021**

**Discount rates of up to 30% for pre-approved Saxmundham / IP17 community voluntary groups.**  
Contact SADCIC for details.

<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	£12.00
2) Conference Room	£10.00	£10.00
3) The Cabin	£10.00	£10.00

Flip charts available (Supply own paper). White board available in Conference Room  
(Supply own water-soluble pens only)

No discounts on multiple room bookings.

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

## GENERAL CONDITIONS

1. Booking times **to include** any 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 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, close and lock all external doors and windows.



# Fromus Community Centre Booking Form

Saxmundham & District  
Community Interest Company

## Booking Details

I request to book area(s) ... 1 (Hall)                      2 (Conference Room)                      3 (The Cabin)  
*(Please tick or delete as required)*

Date(s).....

Time(s) .....

Total hire cost £ ..... 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.**  
Enquires to Steve Palmer E-mail: [fromus.centre@gmail.com](mailto:fromus.centre@gmail.com)

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

2. **To confirm Bookings** - Save / scan completed form as a pdf document and email to [fromus.centre@gmail.com](mailto:fromus.centre@gmail.com). Payment can be made by Online Banking (preferred) or by cash. Bank details and invoicing will be advised once provisional booking is confirmed.

**The Saxmundham & District Community Interest Company**

Company number 06113547

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