



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

New Charges from 1st September 2015

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 2 Hours</u>	<u>Extra hours or Part Hours</u>
1) Main Hall	£28.00 (£14.00)	£14.00 (£7.00)
2) Kitchen / Large Meeting room (up to 15)	£20.00 (£10.00)	£10.00 (£5.00)
3) Meeting room 1 (up to 8 persons)	£12.00 (£6.00)	£6.00 (£3.00)
4) Meeting room 2 (up to 12 persons)	£16.00 (£8.00)	£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 Don Tricker don@saxcommunity.co.uk
(Bookings are not confirmed until booking form + cheque received by SADCIC)
2. **To confirm Bookings > Booking Form + Cheque only** (made out to 'SADCIC') posted to Phil Peeling, SADCIC, 4, Heron Road, Saxmundham, IP17 1WR ppeeling@freebie.net

The Saxmundham & District Community Interest Company
Company number 06113547