



The Fromus Community Centre Hire Charges

Saxmundham Hub, Street Farm Road, Saxmundham, IP17 1AL

The Saxmundham & District Community Interest Company (SADCIC)

fromus.centre@gmail.com

www.fromuscentre.org.uk

Tel: 07968160706

Charges Effective Period beginning 1 September 2022

| <u>Rooms available for hire</u> | <u>Minimum Charge</u> <u>1 Hour</u> | <u>Extra Hours</u> <i>(or part hours)</i> |
|---------------------------------|--|--|
| 1) Main Hall | £15.00 | £15.00 |
| 2) Conference Room | £12.00 | £12.00 |

Flip charts available (Supply own paper). White board available in Conference Room (Supply own water-soluble pens only). Projector, Screen and Sound System available in Main Hall. Pre-booking required for AV equipment. The Fromus centre is licensed for playing music.

No discounts on multiple room bookings.

Adult Party bookings / Wedding Receptions require a separate £250 deposit, returnable if hall / other rooms are handed back in clean and tidy condition.

GENERAL CONDITIONS

(Full Terms & Conditions of Hire available on website)

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 wipe down tables if necessary). Rubbish to be placed in the external bins opposite Library building. No glass bottles 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 7's (use trolley) and replace tables on trolley.
6. Switch off all lights, close and lock all external doors and windows.



The Fromus Community Centre Booking Form

Booking Details

I request to book room(s) ... 1 (Hall) 2 (Conference Room)
(Please tick or delete as required)

Date(s) **Note: We operate back to back bookings.
Therefore, booking times must include
Setting up / Clearing away time.**

Time Start:..... Finish:.....

Total hire cost £ Purchase Order #

Name of group / Main Contact

Contact details (address)
.....

Tel : Email.....

Name of person booking

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) Date:.....

Bookings and Payment process

1. **To check Room availability and to make a Provisional Booking.**
Enquires to Steve Palmer E-mail: 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. Payment can be made by Online Banking (preferred) or by Cheque. No cash accepted. Bank details and invoicing will be advised once provisional booking is confirmed.

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Company number 06113547

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