



The Fromus Community Centre Hire Charges

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

The Saxmundham & District Community Interest Company (SADCIC)

admin@fromusbooking.org.uk

www.fromus.org.uk

Tel: 07968160706 (Information line only - No messages accepted)

Charges Effective Period beginning 1 April 2024

<u>Rooms available for hire</u>	<u>Minimum Charge</u> <u>1 Hour</u>	<u>Extra Hours</u>
1) Main Hall	£15.00	£15.00
2) Conference Room	£12.00	£12.00
3) Room 1	£10.00	£10.00

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 and Conference Room. Pre-booking required for AV equipment. The Fromus Centre is licensed for playing music.

No discounts for repeat or 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 **must 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). We have very limited waste facilities on site. Please take home all glass, cardboard and bagged refuse.
3. Wash up all cutlery and crockery, replace into cupboards and drawers. Washing up liquid & tea towels provided.
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 trolleys.
6. Switch off all room lights (toilet, corridor and lobby lights are on automatic sensors), 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) ☐ 3 (Room 1) ☐
(Please tick as required)

AV equipment required ☐

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

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

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.

Signed (on behalf of the group) Date:.....

Bookings and Payment process

1. **To check Room availability and to make a Provisional Booking.** Visit www.fromus.org.uk to check room availability and to download booking form.
Email completed booking form to admin@fromusbooking.org.uk.

Enquires to Christine Leishman E-mail: admin@fromusbooking.org.uk

2. **To confirm Bookings** - Save / scan completed form as a pdf document and email to admin@fromusbooking.org.uk. 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.

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

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Company number 06113547

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