



**APPLICATION FOR
MULTI-PURPOSE ROOM HIRE**

NAME:

ADDRESS:

CONTACT TELEPHONE NO:

EMAIL ADDRESS

DATE REQUIRED:

REASON FOR HIRE:.....

TIMES REQUIRED

MEMBERSHIP NUMBER (if applicable):

SEE THE WEBSITE FOR CURRENT RATES (www.sfcentre.co.uk)

Please send your completed application form to:

Mr James Matthewson. 29 Waterloo Close, Horsham St Faith, Norwich. NR10 3JA

Please indicate how you will pay by circling the method below

AMOUNT TO PAY £.....

Cash	Cheque	Bank transfer of full payment :
To: Mr Matthewson	Made payable to:- "St Faiths Centre" Send to Mr Mathewson	Your reference: MPROOM (followed by your surname)
		A/c name: St Faiths Centre
		A/C No: 03111143
		Sort code: 30 96 17

PLEASE NOTE THAT YOUR BOOKING IS NOT CONFIRMED UNTIL VALIDATED BY
MR MATTHEWSON AND A DEPOSIT OR FULL PAYMENT HAS BEEN PAID.

THE LIGHTING AND RELEASE OF CHINESE LANTERNS ANYWHERE ON CENTRE PROPERTY
IS STRICTLY FORBIDDEN

**DO NOT SUBMIT THIS FORM UNTIL YOU HAVE SPOKEN TO Mr MATTHEWSON AND
CONFIRMED THAT THE DATE IS AVAILABLE**

ST FAITHS CENTRE MULTI PURPOSE ROOM HIRE

Terms & Conditions

IMPORTANT: Please read this notice and ensure that it is brought to the attention of all those concerned.
Please note the hirer of the hall is responsible for ensuring that the caterers work according to hygiene regulations.

- **MULTI PURPOSE ROOM:** is located at the right hand side of the building, Initial access is through the main door but access for your guests is by using the door directly into the Multi Purpose room from the side car park
- **ENTRANCE DOOR:** Please use the electronic card provided, please **YOU WILL ONLY BE ABLE TO ACCESS THE ROOM BETWEEN THE TIMES YOU HAVE HIRED THE HALL.**
- **TABLES AND CHAIRS:** Extra tables and chairs are available. Please request these if needed when booking .
- **CUTLERY AND CROCKERY:** Please note that we do not provide cutlery or crockery. This must be supplied by your caterer if required
- **DECORATIONS:** The rail around the room has been provided to hang decorations, please **DO NOT** stick anything on the walls (please ensure ALL helpers are aware), ALL decorations must be taken down at the end of the evening / function, especially balloons as these may activate the alarms.
- **FOOD:** Please dispose of all leftover food, paper plates etc – Please use the correct bins.
- **END OF FUNCTION:** Please switch off all lights, check the door is locked using the electronic card, and please put electronic card in the box on wall provided outside near the door. **PLEASE THINK OF OTHER PEOPLE IN THE NEIGHBOURHOOD AND LEAVE THE PREMISES QUIETLY.**
- **CHINESE LANTERNS:** The lighting and release of Chinese Lanterns anywhere on Centre Property is strictly forbidden.

CODE OF PRACTICE FOR HIRING THE MULTI PURPOSE ROOM

- The hirer is entirely responsible for the function
- The party takes place in the Multi Purpose room only **NOT** in the lounge bar, this is for members only
 - Rowdy or disorderly behaviour will **NOT** be tolerated

Thank you