

Booking Rooms at St John's URC Ipswich

Initial Considerations

When? Day? Time?

How long needed for Booking Including : Setting Up, Clearing Up

What Space Do You Really Need

What Sized Space? **How Many People?**

How Many Tables? How Many Chairs?

Do You Need Kitchen Facilities?

£ COST: Price on Application

Please note that it will vary with the frequency of use and, in colder parts of the year, the heating requirements.

These are currently under review but will be higher than shown

Car Parking **This is really difficult so assume it is NOT AVAILABLE**

Conditions of Booking Summary

No Smoking, No Alcohol, No Exit Blocking

You Must

Take all precautions on safety

Have Public Liability Insurance

See Conditions Document for Guidance on Public Liability Insurance requirements.

Comply with all Laws On:

- **Health and Safety**
- **Safe-Guarding of vulnerable adults and children**
- **Food Hygiene**
- **Entertainment Licences**
- **Disability**
- **Equality**

Clean and Tidy Up after the event with everything returned to its original place

Complete Booking Enquiry Form

There are 2 ways of doing this

1 Complete the enquiry Typeform on the next page
The simplest and most secure way

2 Download a form and complete it and return to
roombooking@stjohnsurcipswich.org.uk

Simple and you can work on it when you have time and can check information

The form is a fillable PDF but you may need to print it still if your PDF reader is not able to cope with it.

This confirms YOU Agreed to the Booking Conditions