

# 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 Exit Blocking,  
Follow Alcohol Policy**

## **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**