

# Rendlesham

## COMMUNITY CENTRE

Walnut Tree Avenue, Rendlesham, IP12 2GG

Charity no. 1125733



***Excellent Facilities for Receptions, Meetings,  
Group Activities and Private Functions***

Commercial bookings: RCCMC Trustees are bound to ensure that the Community Centre is administered in accordance with the Trust Deed; commercial bookings will only be accepted when there is no demand for a room by village residents or organisations.

**The Community Centre is available for hire 7 days a week from  
8:00 a.m. – 11:00 p.m. dependent on prior bookings**

	Size	Standing/seated rows	Seated at tables	Fee
<b>Room 1</b>	12 x 11 m	120	95	£36
<b>Room 13</b>	8 x 4 m	32	25	£13.25
<b>Room 16</b>	5 x 9.5 m	48	38	£19.75

**All rates above are for a two hour hire period, 30 minutes preparation and 30 minutes clear up time is additionally permitted**

The Community Centre is fully accessible to wheelchair users

***Please complete the Booking Enquiry form overleaf or contact us: 01394 460005***

**07599 998974 [rendlesham.commcentre@gmail.com](mailto:rendlesham.commcentre@gmail.com)**

# Rendlesham Community Centre Booking Enquiry

*This form can be handed in, posted or emailed to the Community Centre:  
[rendlesham.commcentre@gmail.com](mailto:rendlesham.commcentre@gmail.com); you will be contacted by the  
Booking Administrator to confirm availability.*

Room required \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_

I would like seating in rows/tables and chairs/floor space (delete as appropriate)  
for approximately \_\_\_\_\_ people

The enquiry is for a Single/Regular Booking

I do/do not require the use of the kitchen

Name \_\_\_\_\_ (please print)

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ (include postcode)

Organisation \_\_\_\_\_ (where applicable)

Your booking will be confirmed and you will be sent the Standard Terms of Hire, two copies of the Contract of Hire and the Health and Safety Compliance Sheet by email unless you tell us that you would like paper copies. Please arrange a mutually convenient time to meet with the Bookings Administrator to view the Community Centre. Your email address will only be used in connection with this booking and will not be passed to anyone else. One copy of the Contract of Hire should be returned to the Community Centre.

**N.B. You must be 18 or over to book a room at Rendlesham Community Centre. The Trustees do not permit 18<sup>th</sup> or 21<sup>st</sup> Birthday Parties to be held at the Community Centre.**

*For Office Use Only* **Booking number:**