

M & B Sports & Social Club

Sanofi-Aventis, Rainham Rd, South , Dagenham, Essex, RM10 7XS

Aventis Hire of Meeting Rooms.

| | | | | |
|--|--------------|---------------------------|------------------|-------|
| Please tick appropriate box | Chase Lounge | | Stockdale Lounge | |
| Hirers full name | | | | |
| Booked on behalf of | | | | |
| Cost centre | | Internal mail code: | | |
| Department | | Telephone no. | | |
| Day & Date of meeting | | Start time | Finish Time | |
| Expected attendance | | Will V I P's be attending | Yes | No |
| Type of meeting | | | | |
| Equipment | Flip chart | O H P | Computer | Video |
| Other requirements e.g. Room layout etc. | | | | |

| | | | | |
|---|------|---|----------------------------------|--|
| Will there be catering | Yes | No | Club Caterers have first option. | |
| Catering requirements with times, please ask for menu when booking. | | | | |
| | Time | Details of catering required with numbers | | |
| On arrival | | | | |
| Morning break | | | | |
| Lunch break | | | | |
| Afternoon break | | | | |
| Soft drinks required | Yes | No | Please tick the appropriate box. | |

I declare that I have the authority to make this booking and authorise the M & B Club to charge the above stated cost centre.

Signed:

Name:

Date:

| |
|--|
| <p><u>Buffets & Catering</u></p> <p><i>Rose's Catering</i> tel: 0208 919 3004</p> <p>No other food is allowed on the premises.</p> |
|--|

Official use only:

| | |
|-------------------|--|
| Room hire charges | |
|-------------------|--|

| | |
|---------------------|--|
| Soft drinks charges | |
| Catering charges | |

Conditions of hire for Company Meeting Rooms

1. Bookings for the meeting rooms will only be confirmed if the hire form is fully completed and signed.
2. Bookings cancelled within one month of the function will be charged at 50% of the hire fee unless the room is re-let. Bookings cancelled with less than 5 working days notice will be charged at the full room hire rate.
3. The Stockdale Lounge holds a maximum of 180 persons.
4. The Chase Lounge holds a maximum of 100 persons.
 - Theatre Style 80 people
 - Board Room 40 people
 - U Shape 38 people
5. The hirer is responsible for ensuring that FIRE EXITS are kept clear at all times, no equipment or other obstruction should be placed so as to hinder egress from the building.
6. All equipment and property not belonging to the club must be removed from the building at the end of the function.
7. Should you require to display posters around the room, please ask for a poster board, under no circumstances shall drawing pins, sellotape, blue tack or any other material be used that could damage any surfaces.
8. If the hirer does not clear the room by the agreed time, extra staff wages and room hire will be charged to the hirer.
9. If V I P's are attending your function, please indicate who they are on the form.

Charges for hall hire only.

| | | |
|----------------------------|-------------|---------|
| Stockdale Lounge | | |
| Morning session | 9 am – 1 pm | £100.00 |
| Afternoon session | 1 pm – 5 pm | £100.00 |
| Full day session | 9 am – 5 pm | £150.00 |
| Additional charge per hour | | £20.00 |
| | | |
| Chase Lounge | | |
| Morning session | 9 am – 1 pm | £50.00 |
| Afternoon session | 1 pm – 5 pm | £50.00 |
| Full day session | 9 am – 5 pm | £75.00 |
| Additional charge per hour | | £10.00 |
| | | |

Equipment hire free of charge.

Charges are subject to change without notice