

# M & B Sports & Social Club Business Centre

Sanofi-Aventis, Dagenham Rd , Romford, Essex, RM7 0QX

***Private application for hire of air-conditioned meeting rooms***

Please tick appropriate box	Chase Lounge		Stockdale Lounge	
Company name				
Contact person				
Full Company address				
	Post Code			
Contact Numbers	Telephone		Fax	
	"E" Mail			
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 i.e.: Room layout etc.				
If you intend to use your own discs or CD's in our system, please arrive early, as the discs will have to be scanned for viruses by our I.T department. All equipment must carry a current P.A.T. label				

Will there be catering	Yes		No		Please tick the appropriate box.
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 company.

**Signed:**

**Name:**

**Date:**

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**Official use only:**

Room Hire charges	
Drinks	
Catering charges	

## ***Conditions of private hire for the Business Centre***

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 room 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. All catering consumed in the club must be purchased from the club.
4. The Stockdale Lounge holds a maximum of 180 persons.
5. The Chase Lounge holds a maximum of 100 persons.
  - Theatre style        80 persons
  - Board Room         40 persons
  - U shape              38 persons
6. The hirer is responsible for ensuring that FIRE EXITS are kept clear at all times, no equipment or other obstruction should be placed as to hinder egress from the building.
7. All equipment and property not belonging to the club must be removed from the building at the end of the meeting.
8. All portable electrical equipment must display a current P.A.T. sticker before being used on club premises.
9. Should you require to display posters around the room, please ask for a poster board, under no circumstances shall drawing pins, tape, blue tack or any other material be used that could damage any surfaces.
10. If the hirer does not clear the rooms by the agreed time, extra staff wages and room hire will be charged to the hirer.
11. If VIP's are attending your function, please indicate who they are on the form.

### Charges:

		<b>Room Hire Price</b>	<b>Package Price</b>
<b>Stockdale Lounge</b>			
Morning session	9 am – 1 pm	£195.00	£255.00
Afternoon session	1 pm – 5 pm	£195.00	£255.00
Full day session	9 am – 5 pm	£325.00	£375.00
Additional charge per hour		£40.00	£65.00
<b>Chase Lounge</b>			
Morning session	9 am – 1 pm	£140.00	£200.00
Afternoon session	1 pm – 5 pm	£140.00	£200.00
Full day session	9 am – 5 pm	£205.00	£245.00
Additional charge per hour		£30.00	£45.00
<b><i>Package price includes use of all presentation equipment</i></b>			

Computer presentation equipment	£65.00 per session
Video & Big screen projector	£40.00 per session
Overhead Projector	£15.00 per session
Flip chart	£15.00 per session
Photocopying	£0.25p per sheet

To send or receive a fax (UK)	£1.50 per sheet
(Europe)	£2.00 per sheet
(International)	£2.50 per sheet

(All prices are exclusive of V A T and are subject to change without notice)