



Room Hire

The Pepperell Education Centre

To contact the
Education Centre
visit sfh.org.uk
email education@sfh.org.uk
or call **01708 758646**

Saint
Francis
Hospice
Caring for you



Room Hire

Located in the countryside on the outskirts of Romford, The Pepperell Education Centre could be the venue you are looking for. The Education Centre is a purpose built, fully equipped building, making it a perfect business venue.

The venue is geared to providing you with all the facilities and services you require to the highest standards at very competitive rates. Equipment available within the booking price includes, laptops, projectors and flipcharts. We have free car parking for your delegates, as well.

	Capacity	All day	Half day
Full Lecture Theatre	90	£800	£550
Front Lecture Theatre	50	£450	£300
Back Half Lecture Theatre	40	£420	£280
Front/Exhibition	60	£600	£400
Exhibition Room	12	£150	£100
Library	15	£250	£150
Conference	8	£150	£100
Meeting Room 3 (no window)	5	£75	£50
Meeting Room 4	5	£75	£50
Meeting Room 3/Meeting Room 4	12	£150	£100

Price is inclusive of Tea/Coffee and Biscuits. Buffet lunch is available from £8.00 per head.

To register your interest or make a booking please visit our website sfh.org.uk or contact us on education@sfh.org.uk.

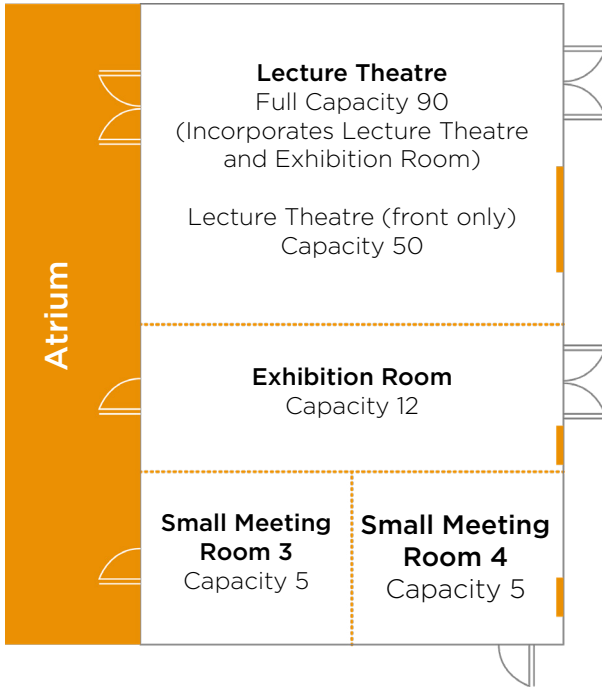
IMPORTANT: Cancellations within **10 working days** prior to booking taking place will result in full payment becoming due.

PLEASE NOTE: The current opening hours of The Pepperell Education Centre are 09.00 to 16:45.

When hiring our venue, due to Health and Safety, we are unable to accommodate children.

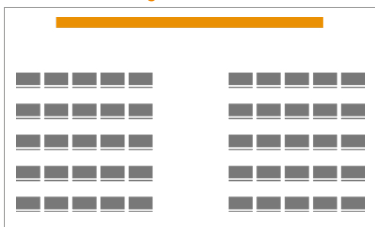
Booking Information

Education Centre Layout

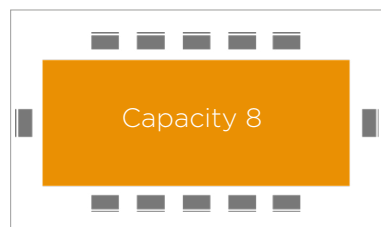


- ♥ Soundproof removable walls
- ♥ The following equipment is included in the price of the room hire. Flipcharts and pens, Projector, Laptop.

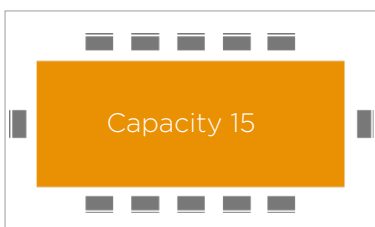
Theatre Layout



Conference Room Layout



Library Layout



Name of Event:

Date Facilities Required:

Number of People:

Start Time:

Finish Time:

You may state an approximate minimum/maximum, however, numbers must be finalised one week before event.

Please note: Access cannot be obtained to The Pepperell Centre before 9.00am and the premises must be vacated by 4.45pm, unless by prior arrangement with an authorised staff member. **Cancellations within 10 working days prior to booking taking place will result in full payment becoming due.**

Room Setup*

Room preference (see listings on page 2): _____

Theatre - chairs only

Boardroom - table and chairs

Cabaret - round tables and chairs

(*setup is dependent on the attendee numbers)

Booking Request

(Insert name and contact details of person making the booking request)

Contact Name:

Organisation:

Address: _____

Postcode: _____

Contact Telephone Number:

Email Address:

Job Title:

Facilitator(s)

(If the course/event facilitator is different from that named above please insert details below)

Facilitator i.e. attending on the day:

Email Address:

Job Title:

Refreshments required: Yes No See following page for options

Contact from Saint Francis Hospice

Saint Francis Hospice is a local registered charity and believes it is in the best interests of local people to know about their hospice services available to them and associated funding needs. We believe that this is a legitimate interest and a justified basis for communicating with you. Information you provide will only be used for the legitimate interests of Saint Francis Hospice. Your information will not be sold, swapped, shared or leased with anyone. We may contact you, by post, including fundraising communications. We will respect your right to stop these communications at any time by calling 01708 723593 or emailing srt@sfh.org.uk. Our Privacy Policy is available on our website at www.sfh.org.uk/privacy-policy or by request.

Signature:

Date:

HOSPITALITY - Tea/coffee/biscuits included in price of room hire

Refreshments	Price (per person)	Quantity
Orange Juice	£1.50	
Apple Juice	£1.50	
Pineapple Juice	£1.50	

Sweet Treats	Price (per person)	Quantity
Assorted Muffins	£2.50	
Mini Danish pastries	£2.00	
Fruit Platter	£3.00	
Cake of the day	£1.50	

	Price (per person)	Quantity
Working Brunch (includes a choice of Bacon and Sausage rolls and juice)	£5.50	
Please indicate from the total quantity above how many should be:	Bacon rolls or Sausage rolls	-----

	Price (per person)	Quantity
Working Lunch (includes sandwich selection, Kettle Chips, Fruit Platter and juice)	£8.00	

Further information (ie. Please indicate if you require vegan/vegetarian option).

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Visitor Information

To help make your visit a success please find listed below some general information to help your day run smoothly.

Fire Alarm

The Fire Alarm is tested on a Tuesday morning. If the alarm sounds continuously for more than a few seconds please make your way to the Education Fire Assembly Point in the car park. (See next page for further information).

Smoking

It is not permitted to smoke in the vicinity of the Buildings.

Loop System

We have a Loop System. Please let us know if you need it.

Refreshments

Tea, Coffee and Biscuits are available in the atrium. Please help yourself.

Toilets

The toilets are located in the entrance hall of the Centre. Ambulant and wheelchair access facilities are available.

Valuables

We do not have any facilities to look after your valuables. Please keep them with you at all times.

Safety

There are two ponds in the grounds, please take all reasonable precautions to ensure everyone's safety. Safety concerns or incidents must be reported to a member of the Education Staff as soon as possible either during or immediately after your event.

Security

A member of Saint Francis Hospice staff will always be in attendance during your visit. Please use visitors signing In/Out book at reception and ensure your name badge is on view. Please only use main entrance to enter and leave the building. If you notice anything suspicious during your visit, please inform a member of the Education Staff.

Parking

Our parking facilities are free, please park carefully. At busy times you may be directed to alternative parking.

Fire Action

The first priority is to prevent injury or loss of life. All visitors are expected to comply with all instructions contained within this leaflet.

Extinguishers and Fire Exits

On arrival please familiarise yourself with the location of the nearest Fire Exits, Call Points and Fire Extinguishers. Extinguishers should only be used on small fires and when the user feels competent to do so. Do not take any undue risks.

Water Extinguisher – DO NOT use on electrical fires or flammable liquids
Carbon Dioxide (CO₂) Gas Extinguisher – Mainly for use on electrical fires

If the fire involves electrical equipment the supply should be unplugged if it is safe to do so BEFORE attempting to attack the fire. If a fire occurs in a side room close the door and raise the alarm. (This will slow down the spread of fire and smoke). The Education Centre Fire Assembly Point is located in the main car park opposite the front of the Education centre.

If visiting the main hospice building and you hear the fire alarm in the Hospice, make your way to the Assembly Point at the front of The Hall (this is in the small car park next to the reception entrance of the main Hospice).

On discovering a fire

1. The building is protected by an automatic fire alarm detection system which, when activated, automatically transmits the alarm to a central monitoring centre via a telephone landline.
2. Raise the alarm throughout the Education Centre using the nearest Fire Alarm Call Point.
3. Evacuate the building via the nearest available Exit (giving assistance to any person requiring it). Do not stop to collect personal belongings.
4. Close all doors behind you (ensuring all persons have vacated).
5. A member of the Education Team will nominate one person to cross to the main hospice and report the incident to the Senior Nurse on duty.
6. On leaving the Education Centre staff and visitors must proceed to the Assembly Point in the main car park opposite the Education Centre.
7. If you have any reason to be concerned about the whereabouts of any person on the premises, alert a member of the Education Team.
8. Do not re-enter the building until told to do so by the Fire Brigade Officer or a member of the Education Team.

Do not take risks!

Do not go into the main hospice building.

Disclaimer

This disclaimer must be completed, signed and returned to the address below. Saint Francis Hospice cannot accept responsibility for accidental damage or loss to persons or property.

Please sign below to show that you have read and accept the terms and conditions for the hire of The Pepperell Education Centre. Please note that it is your responsibility to share the fire safety guidelines with your colleagues, whilst you are in this building.

Acceptance of Responsibility

I have read the Visitors Information & Guidelines Leaflet and I agree with the policies as documented and will abide by them.

Terms and Conditions

Cancellations within 10 working days prior to booking taking place will result in full payment becoming due.

Signed:

Name (printed):

Organisation:

Date:

Name of Event:

**Please return to The Pepperell Education Centre,
Saint Francis Hospice, The Hall,
Havering-atte-Bower, Romford, Essex, RM4 1QH**

**Hospice Reception: 01708 753319
Education Centre Reception: 01708 758646**

**education@sfh.org.uk
sfh.org.uk**

