

St John's Community Centre, Mildenhall
Booking Request Form

Company / Organisation (if applicable)	
Your Name	
Your Telephone / Mobile	
Your Email Address	
Your Address (including Post Code)	

Booking Date(s) Required			
Start Time Required (including Set Up)			
End Time Required (including Tidy Down)			
Room(s) Required (Delete as appropriate)	Main Hall Youth Room Multipurpose Room	Main Hall Youth Room Multipurpose Room	Main Hall Youth Room Multipurpose Room
Kitchen Facilities Required? (Delete as appropriate)	YES NO	YES NO	YES NO

Type of Event			
# Number of People Attending		# Number of Tables Required	
Any Other Requirements			

When completed please email to mildenhall@keystonetrust.org.uk or drop in to St John's Community Centre, St John's Close, Mildenhall, Bury St Edmunds, Suffolk, IP28 7NX

- Minimum booking time 2 hours – then increasing in 30 min blocks. Booking hours **08:00 – 23:30**.
- Maximum Room Safety Capacities: Main Hall = **60** | Youth Room = **20** | Multipurpose Room = **16**
- Alcohol only to be brought on site with the permission of Keystone. No heat-generating electricals.
- Bouncy Castles require a disclaimer form to be signed – please inform us if you plan to have one.