

**The Delphi Centre**  
**c/o 3 Sudbury Road,**  
**Stoke by Nayland,**  
**Colchester, CO6 4RJ**  
**Phone 01787 464798**  
**Mobile 07788 131197**  
 email thedelphicentre@gmail.com



**This form must be completed and returned before any booking is confirmed**

Name of applicant \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_ Post code \_\_\_\_\_  
 email \_\_\_\_\_ Telephone \_\_\_\_\_ Mobile \_\_\_\_\_  
 On behalf of \_\_\_\_\_  
 Type of function \_\_\_\_\_  
 Number expected to attend (approx.) \_\_\_\_\_ **(maximum in upstairs ballroom and lounge area is 300)**  
 Date required \_\_\_\_\_  
 Time required from \_\_\_\_\_ to \_\_\_\_\_

**N. B. Times must include set up time and packing up after your event**

Facility requested	BALLROOM (maximum 250)	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO			
	UPSTAIRS LOUNGE (maximum 50)	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO			
	DOWNSTAIRS BAR (maximum 60)	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO			
	FOOTBALL PITCH	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO			

**N.B A refundable deposit of £50 is required for all bookings and must either be enclosed with this form. - cheques should be made payable to Delphi Centre Sudbury, for online payments please email for details**

Date of application \_\_\_\_\_ Signed \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 \_\_\_\_\_

**Notes**

- a) The Centre licence permits PUBLIC MUSIC, SINGING and DANCING at the Delphi Centre from Monday to Sunday during the permitted opening hours
- b) The Delphi Centre is NOT licensed as a Theatre or Cinema
- c) Confirmation of your booking will be sent to you at least one month before you take up your hire and all hire fees must be paid in full at least fourteen days prior to the hire being taken up
- d) In the event of this booking being cancelled less than 21 days before the date of the function the management reserve the right to charge a cancellation fee.
- e) A plan showing your seating requirements and/or table layout must be sent to The Delphi Centre at least 10 days before your booking. **The room can be set out for your requirements at an extra charge.**
- f) Your attention is drawn to the terms and conditions governing the use of the Delphi Centre a summary of which is attached
- g) The completed application form should be returned to the above address.