

RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)
ROOM BOOKING FORM.

Please complete in BLOCK CAPITALS.

TO: The Warden, Quaker Meeting House, 39 Fonnereau Road. Ipswich. IP1 3JH. 01473257649.

FROM: (Organisation).....

Please state public liability cover.....

Name of person responsible for payment.....

Address

.....

.....

Contact number..... mobile..... email.....

Is your activity likely to be noisy and disturb other groups ? Yes/ No.

Bookings required.

Date	Day	Session	Room	Charge
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Session times. 9.am-12 noon, 1pm -4pm, 7pm – 10pm. Monday to Friday (other times by request).

Charges. Meeting Hall £28. Collinson Room £22, Library £17, Quiet Room £8, Kitchen £8 Urn £5, Piano £5. Cheques payable to : ' Ipswich Quakers'.

For insurance purposes complete the following:

Purpose of room hire.....

Number of persons expected to attend..... Paid Staff..... Volunteer staff

Any additional details the we need to know (IE alternative contacts etc).....

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I wish to make the above booking(s) and confirm that I have been given and agree to the charges and the conditions of room hire dated March 2014.

Signed..... Date.....

(By person responsible for making payment)

Print name.....

Booking form 2014 rev 1b.

File..... On System.....