



COLCHESTER QUAKER MEETING HOUSE BOOKING FORM

6 Church Street, Colchester, CO1 1 NF

Colchester Quaker Meeting is part of
Southern East Anglia Quaker Area Meeting
of the Religious Society of Friends

Name of Hirer/Organisation.....

Charity Registration Number (if applicable).....

Name of Nominated Person to whom the invoice should be sent.....

Address in full

.....

Post code

Tel. no: Home..... Mobile.....

Email:

Name of person responsible for security on the hiring day.....

*It is possible to hire a room between 9 am and 10 pm.
All bookings must be for a minimum of 2 hours except the Quiet room.
Your booking time is for the actual time you will be in the room, it includes all
setting up and tidying away time.*

Hiring rates for 2020 (minimum 2 hours except for quiet room)

- Meeting room (hexagon) - £10 an hour
- Parnell room - £10 an hour
- Children's room - £9 an hour
- Committee room - £8 an hour
- Quiet room - £5 an hour
- Equipment -£5 per

Date and day required.....

Room required	Start time	Finish time	Hours required

Regular hiring every week or month?.....

Please note any special request or equipment use required

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Room booking information and Conditions of Letting are enclosed or have been previously provided. They are also available the website colchesterquakers.org.uk

Please note that gambling including raffles and intoxicants are not allowed in or outside the Meeting House. Please be mindful of disposal of cigarette butts outside the Meeting House.

Please state the aims of your organisation and the purpose of the proposed letting. We reserve the right to refuse bookings from any group or individual whose words or actions are not in keeping with Quaker testimonies to peace, equality, simplicity, truth and the environment.

The aims of your organisation:

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Purpose of proposed letting:

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Payment procedure:

You will receive an invoice from the Colchester Meeting. Preferred method of payment is by bank transfer, details on the invoice. Alternatively, payment can be made by cheque, made payable to Colchester Quaker Meeting. Please put your invoice number on the back of the cheque.

I agree to comply with the Conditions of Letting, as set out in "Colchester Quaker Meeting House Booking information and Conditions of Letting 01.01.20".

Signed.....

Date.....

Please note this information is stored securely, subject to appropriate security measures and is protected against misuse. Your personal data is held in electronic and paper form as appropriate. Electronic data is normally held on the Meeting House computer with security protection. Data in paper form is held securely and destroyed securely. If you have any queries, wish to make a subject access request to view your personal data held by us or wish to withdraw permission for use of your data or to update the data we hold for you, please contact the Clerk. Your data is not used for any other purpose and will not be passed on to any other organisation.

FOR OFFICE USE ONLY

Date/room/time booked:

Confirmation sent:

Total Cost:

PLEASE RETURN THE COMPLETED FORM TO THE OFFICE, ADDRESS GIVEN AT TOP OF PAGE.