

SADBURY QUAKER MEETING - BOOKING FORM

Sudbury Quaker Meeting House
Friars Street
Sudbury
Suffolk CO10 6AA

LETTINGS AGENT:

Harcourt-Powell Chartered Surveyors & Residential Letting & Management Agents
9 Gainsborough Street
Sudbury CO10 2EU
Tel: 01787-881177
Email: info@harcourt-powell.co.uk

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Name of Hirer/Organisation.....

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

Name of Nominated Person in Charge of Booking.....

Address in full

..... **Post Code**

Tel. no: Home..... Work

Email:

Name of Nominated Person in Charge of Finance.....

Address in full

..... **Post Code**

Tel. no: Home..... Work

Email:

Dates and times of Bookings required: (minimum booking period 2 hours)

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Please circle your requirements:

I require – Main Meeting Room (capacity 100; balcony 20)

- School Room (capacity 50)

I require hearing loop - Yes / No (in Main Meeting Room only)

Hourly rate: - Business rate @ £15 per hour

- Community rate @ £12 per hour

- Charity rate @ £9 per hour

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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Room booking information and Conditions of Letting are enclosed or have been previously provided. They are also available from the Southern East Anglia Area Meeting website www.essexsuffolkquakers.org on the page for Sudbury.

Please note that smoking and intoxicants are not allowed in or outside the Meeting House.

Payment procedure:

You will receive an invoice from the Sudbury Meeting House Treasurer. Preferred method of payment is by bank transfer, details on the invoice.

Alternatively, payment can be made by cheque, made payable to Sudbury Quaker Meeting.

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I agree to comply with the Conditions of Letting, as set out in "Sudbury MH Booking information and Conditions of Letting".

Signed

Date

FOR OFFICE USE ONLY

Agreed Letting Charge:£.....per hour.....

Dates booked:

Hours booked:

Total Cost:

**PLEASE RETURN THE COMPLETED FORM TO THE LETTINGS AGENT,
ADDRESS GIVEN AT TOP OF PAGE.**

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