

**ROOM BOOKING FORM**  
**LEWES QUAKER MEETING HOUSE**  
**FRIARS WALK, LEWES BN7 2LE**  
[quakermeetinghouselewes@gmail.com](mailto:quakermeetinghouselewes@gmail.com)

Name of person responsible for booking	
Organisation	
Purpose of hire (full details please)	
Address	
Telephone	
Email	
Name of person to invoice	
Email for invoicing	

	Duration of lettings (incl. setting/clearing up)	
Space required (@ £12 per hour)	Start Time	Finish Time
Large Meeting Room (max 60 people)		
Classroom + kitchen (max 30 people)		

Date of first booking	
If repeated weekly, number of sessions – please advise of details	
Any breaks for holidays?	
Any other relevant information	

**Further requirements**

You are free to use any of the furniture in the Meeting House as well as the crockery, cutlery, kettle and urn in the kitchen for making tea and coffee if you have booked the classroom.

*You are responsible for set-up yourselves, and putting everything away when you are finished. An additional charge will be made if the premises are not left in the same condition as found.*

**Cancellation:** If a booking is cancelled less than two weeks before the booked date, the full booking fee is payable.

I have read the **Conditions of Hire** and will ensure that any people using the Meeting House, for whom I am responsible, will be made aware of the **Use of Meeting House Guidelines** and the **Fire Safety Instructions** (copies displayed in the hallway).

**Signature**.....

**Date**.....