



Jordans Quaker Centre Booking Form

Name:

Organisation/Group:

Address:

Telephone Number:

Mobile:

Email:

Date Required: __/__/2022 **Time:** __:__ to __:__ **Number of people:** __

Facilities (please tick to indicate your requirements):

Rooms

1688 Meeting House (accommodates approximately 100)

Penn Room (accommodates up to 40)

Penington Room (accommodates up to 12)

Russell Room (accommodates up to 8)

Equipment (Charges apply for laptop and data projector)

Laptop

Data projector

Screen

Flip chart stand/pens always available, number required 1 2 3

Use of Garden

Number of parking spaces required:

Refreshments (Charges apply, please check with the office)

Coffee/Tea with/without biscuits on arrival

Morning Coffee with/without biscuits

Afternoon Tea with/without biscuits

Lunch/Refreshments Self-catering With use of kitchen

Catering Assistance; contact the office at least one week before the booking date.

Wheelchair access and a hearing loop are available in our main letting rooms.

Please indicate the number of people requiring these facilities

Public Liability Insurance: Hirers are required to have their own public liability and personal accident insurance to cover damage and accidents arising from actions of yourselves and your group members that lead to damage to property or injury to persons. Organisations must have their own **safeguarding policy** in addition to complying with any requirements in the 'conditions of hire'.

Details of the Person responsible for payment (if different from above):

SIGNATURE: _____ **Date:** _____

Return completed forms to: The Manager, Jordans Quaker Centre, Welders Lane, Jordans, Beaconsfield, HP9 2SN Tel: 01494 876594 email: office@jordansquakercentre.org