

# Friargate Quaker Meeting House

## Organisation details and Room Booking Form

Group Name:		For Office use Booking Ref:
Registered Address:		
Website address:		
Aims & Description of group: (constitution if applicable)		
Company and/or Charity registration number:		
Main contact Name:		
Main contact Phone Number:		
Main contact email:		
Contact name & mobile phone number on the day		
Invoice name & email (or postal address)		
Purchase Order Number (if applicable):		
Purpose of meeting: ( if public, would like us to publicise it)		
Room(s):		
Date(s) and Times:	Date	Time from      Time to
Wording for notice board		
Drinks/Catering:	Hot Drinks/Biscuits/Buffer ) (Please delete if <u>not</u> required)	
Equipment required:	Data Projector / Laptop / Flip chart paper/ PA (sound system) / Piano (Meeting Room only) (Please delete if <u>not</u> required)	
I agree with YQAM Safeguarding policy or have our own <a href="#">Policy Here</a>	Yes / No	
I have read and agree to the Terms & Conditions: <a href="http://yorkquakers.org.uk/friargatebooking.html">http://yorkquakers.org.uk/friargatebooking.html</a>	Yes / No	
I heard about the Quaker Meeting House from:		