



# Room Hire at Bunhill Fields Meeting House

## Application Form

*Potential hirers are recommended to contact [premises@bunhillquakers.org](mailto:premises@bunhillquakers.org) in the first instance to make any initial enquiries and determine potential availability. This form **must** be used by all applying to hire rooms at Bunhill Fields Meeting House for the first time. Subsequent bookings for the same organisation/purpose may usually be made by simple e-mail request.*

This form should be saved and completed electronically. Then submitted as an e-mail attachment to **[premises@bunhillquakers.org](mailto:premises@bunhillquakers.org)**

Alternatively it can be printed, completed and mailed to: Premises Clerk, Bunhill Fields Meeting House, Quaker Court, Banner Street, London EC1A 8QQ *(please note that it may take at least seven days to process forms sent by post)*

### 1. Organisation

Name of organisation:

Contact Name:

Contact e-mail:

Contact phone:

Please outline the type of organisation (with Charity Registration Number, if appropriate) including main aims/purposes.

Please describe briefly the purpose(s) for which you are hiring rooms.

## 2. Hire requested

One-off booking:

Occasional [3 or more sessions per year]:

Regular [weekly session]:

Please indicate desired date(s) time(s) of booking
--

Meeting room [with access to refreshment area]:

Library room:

Both rooms:

Either room as available:

## 3. Keyholder

*When your booking is confirmed we will supply key set(s) that are electronically programmed to allow access at your booked times. These will be sent by mail to the address given below and receipt must be acknowledged by the keyholder(s) before the electronic key is activated. Keyholders will also be supplied with necessary information on accessing the building and using the facilities on behalf of your organisation. Regular (weekly) users may also nominate a second keyholder.*

Name of Keyholder:

Keyholder address:

Keyholder e-mail:

Keyholder phone:

Name of 2nd Keyholder:

2nd Keyholder address:

2nd Keyholder e-mail:

2nd Keyholder phone:

Submission of this form indicates acceptance of the current **Terms and Conditions** as published at <http://www.bunhillquakers.org/premises-bunhill.html>