

Deeping St James United Charities

Registered Charity number 248848

BOOKING FORM -THE INSTITUTE, 38, CHURCH ST, DEEPING ST JAMES

Name of organisation booking the Institute

Person to contact about the booking –name, address and phone number

Date required

Arrival time (for caretaker to open the Institute)

Finish time

Purpose of booking

Number of people attending

Set-up requirements (no. of chairs and tables to be set out in which arrangement)

Will you use the kitchen? Yes/No

If the kitchen is used, please wash and put away all crockery

Each morning, afternoon or evening session lasts for 3 hours and costs £15. Any additional time over the 3 hours will be charged at £5.00 per hour or part of. Cheques should be made payable to DSJUC. Payment should be sent in advance, with this form to The Institute, 38 Church St, Deeping St James, PE6 8HD, marked for the attention of The Caretaker.

The caretaker is Nicola Brown. Please contact her on 07899 426 221 for further details

PLEASE NOTE ALL BREAKAGES AND DAMAGE MUST BE PAID FOR

Office use only: Deposit required Yes/ No



At the heart of Deeping St James

www.dsjoinedcharities.org.uk