

DEEPING ST JAMES UNITED CHARITIES

**BOOKING FORM -THE MEETING ROOM, THE INSTITUTE, 38, CHURCH ST,
DEEPING ST JAMES, PE6 8HD**

Name of person /organisation	
Contact details: name, address and phone number	
Date of booking	
Arrival time (for caretaker to open and set up) and finish time	
Purpose of booking	
Number of people attending	
Set –up requirements for chairs and tables	
Copy of Public Indemnity Insurance produced	
Fire and First Aid precautions described	

If the kitchen is used, please wash and put away all crockery. Please note all breakages must be paid for

Each session is for 3 hours and costs £15 with any further time charged at £5 per hour or part hour.

Payment should be made by bank transfer in advance to:

Deeping St James United Charities

Sort code 20-81--20

Account number 90323209

For queries the phone number of the DSJUC office is 01778 344707 and the caretaker, Nicola Brown, is available on 07899 426221

