

EALING QUAKER MEETING HOUSE BOOKING PROCEDURE



Ealing Quaker
Meeting

In accordance with our lettings policy, we may ask for some explanatory background (such as a leaflet or programme) from groups or individuals seeking to book for the first time.

There is then a simple procedure to follow:

- Visit www.ealingquakers.org.uk for information about rooms, charges and current availability. Terms and conditions can be downloaded from the website.
- Email office@ealingquakers.org.uk to make a provisional booking (conditions to be agreed with the Office Manager; terms and conditions).
- Arrange to visit the meeting house if necessary.
- Confirm bookings in writing as soon as possible.
- Hirers must pay in advance for the entire time booked, preferably directly into our bank account. Payment is due on receipt of invoice. Cheques should be made payable to Ealing Friends Meeting House.
- It is the hirer's responsibility to rebook for the next period before the end of the existing contract.
- A refundable key deposit is required.