

LEWES HOUSE OF FRIENDSHIP

208 High Street, Lewes. BN7 2NS.

Telephone: 01273-476469 (weekday mornings only) E-mail: hoflewes@aol.com

Registered charity No. 1158437.

Name of organiser		
Address		
Postcode		
Telephone		
Email		
Purpose of hire		
Expected numbers for event		
Day & date of event		
Arrival & departure times		
HIRE CHARGES	£10 per hour	£30 per half day
Lounge		
Dining Room		
Kitchen - tick box if needed		
	£7.50 per hour	£22.50 per half day
Meeting Room on 1st floor (seats 8)		
COST OF ROOM HIRE		
	TOTAL	
Name & Signature		
Date		

An invoice will be sent to you on receipt of the completed booking form.

Payment is due 2 days before the event.

Cheques should be made payable to **Lewes House of Friendship**

OR pay by BACS, bank account no. 00022464, sort code 40-52-40.

Collecting keys is the responsibility of the hirer - please note that the House of Friendship is open only on weekday mornings.

Please leave the rooms clean & tidy. Hirers of rooms are responsible for any loss or damage.

