

# APPLICATION FOR THE USE OF ACCOMMODATION AT BRIGHTON FRIENDS' MEETING HOUSE,

To be returned to the Warden, Friends' Meeting House, Ship Street,  
Brighton BN1 1AF Telephone: 01273 770258

1. Name of Organisation .....
2. Name, address, email and telephone number of Secretary or other responsible person to whom Correspondence should be addressed. ....
3. Name, address, email and telephone number of the person through whom payment will be made, if not the same as (2) above. ....
4. Date(s) and times of the proposed use of the premises, please allow for setting up and clearing away times in any booking. ....
5. Purpose(s) for which the premises will be used and the maximum estimated size of the group. ....
6. If the general public (as distinct from members) is to be admitted, state the charge to be made to visitors. ....
7. Are refreshments to be served: **Yes / No** (Please circle your option)  
If yes it is necessary that you discuss this with the Meeting House staff beforehand.

Will you be self catering: **Yes / No** (Please circle)

Do you require tea/coffee/biscuits to be provided by the Meeting House. Please note we do not Provide refreshments after 5.00pm: **Yes/No** (Please circle)

Numbers expected:

How many servings required:

8. Details of the rooms available. **Please cross out those not needed.** Seating numbers quoted refer to seats arranged in a theatre style.

Meeting Room (seats 200)

Room 2 (seats 20)

Room 4 (seats 25)

Lecture Room (seats 60)

Room 3 (seats 25)

Café Room (please discuss with Meeting House staff)

**Please turn over**

Please read the Conditions of Hiring on the separate sheet carefully.

## Form of Indemnity

To: Brighton Quaker Meeting of the Religious Society of Friends,  
Friends Meeting House, Ship Street, Brighton BN1 1AF.

WE the undersigned society, in consideration of our being allowed by the above named to use the premises and facilities of the Brighton Friends Meeting House for the purpose set out overleaf on the dates and for the times stated in the foregoing application, hereby undertake and agree:

- a. to make good to the satisfaction of the said Quaker Meeting any damage which may be occasioned to the said premises and to the furniture, fixtures, equipment and chattels therein by reason of such use.
- b. to accept responsibility for, and to indemnify the said Quaker Meeting in respect of all claims whatsoever which may be made against us or the said Quaker Meeting directly or indirectly by reason of such use.
- c. to pay forthwith any incidental expenses by reason of such use as may be notified to me by the said Quaker Meeting.

I confirm I have read the conditions of use and agree, on behalf of the organisation named below and with their permission, to comply with them.

Name of Organisation:

Date:

Signed:

Description of status (secretary etc.)