

Charity No. 1193803

Website: www.cufos.org.uk



**CUFOS**

Top of the Avenue N10 2QE

**Office Use Only**

Date rcvd: \_\_\_\_\_

Total Paid: \_\_\_\_\_

Paid via: \_\_\_\_\_

**BOOKING FORM FOR REGULAR USER GROUPS**

**Name of Group:** \_\_\_\_\_

Group's objectives/activities \_\_\_\_\_

**Responsible Key Holder(s):**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone number(s) \_\_\_\_\_

Email address \_\_\_\_\_

**Booking:**

Booking Hall (75 sq metres) Day(s) of week: \_\_\_\_\_

Time of sessions: From \_\_\_\_\_ To \_\_\_\_\_

Waiting Room (25 sq metres) Day(s) of week: \_\_\_\_\_

Time of sessions: From \_\_\_\_\_ To \_\_\_\_\_

Will there be music? Live  Tape/CD

**Payment:**

Dates this payment covers: \_\_\_\_\_

\_\_\_\_\_

Future term dates: \_\_\_\_\_

	Hourly Rate (A)	Session Length (B)	Number of Sessions (C)	Multiply A x B x C Rent
Booking Hall	£	hrs		£
Waiting Room	£	hrs		£
Paying via: ___ Cheque ___ BACS (see reverse side) No cash, please!		Other fees:		£
		<b>TOTAL RENT PAID</b>		£

**Please make cheques payable to Cufos. Return signed forms to:  
Rob Harkavy, 42 Eleanor Road, London N11 2QS**

***For information on paying via BACS, see the reverse side of this form***

## CUFOS Payment Options

Payment can be made via cheque or BACS (see below); no cash, please. Cheques should be made out to CUFOS. Payments can be posted to Rob Harkavy, 42 Eleanor Road, London N11 2QS; or left in the white postbox under the telephone at Cufos. If you leave money in the box at the building, please notify Rob that you have done so (email [groups@bookings.org.uk](mailto:groups@bookings.org.uk)).

**Via BACS:** You may pay via bank transfer to the following account:

sort code: 09 01 55

account number: 71325904

Please provide a clear reference on your transfer (e.g., 'ABC Group rent January 2012'). **When you have made your transfer, please notify, via email:**

**Rob Harkavy:** [groups@cufos.org.uk](mailto:groups@cufos.org.uk)

**Natacha de Lantivy:** [treasurer@cufos.org.uk](mailto:treasurer@cufos.org.uk)

When emailing, provide the following information:

- Date of your payment
- How much was paid
- The period for which you are paying
- The reference you used when making the transfer

Your payment will be acknowledged upon receipt.