

Charity No. 296940

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 ___ Cash ___ BACS (see reverse side)		Other fees:		£
		TOTAL RENT PAID		£

**Please make cheques payable to Cufos. Return signed forms to:
Elin Murphy, 9 Winton Avenue, London N11 2AS**

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

CUFOS Payment Options

Payment can be made via cheque, cash, or BACS (see below). Cheques should be made out to CUFOS. Payments can be posted to Elin Murphy, 9 Winton Avenue, London N11 2AS; or left in the white postbox under the telephone at Cufos. If you leave money in the box at the building, please notify Elin that you have done so (email elinwm@btinternet.com).

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

sort code: 72 00 05

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, both Elin (elinwm@btinternet.com) and Natacha de Lantivy (natachadelantivy@yahoo.co.uk), providing 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.