***Toronto Monthly Meeting***

60 Lowther Avenue,

Toronto, Ontario M5R 1C7

#  email tmmfriendshouse@hotmail.com

#  BOOKINGS call 416-921-0368

#

MEETING ROOM BOOKING FORM/INVOICE

FOR OUTSIDE GROUPS HAVING GONE THROUGH CLEARING PROCESS

|  |  |
| --- | --- |
| Name of Organization |  |
| Contact |  |
| Email |  |
| Telephone |  | Mobile: |

* Friends House opens at 9 am, earlier by arrangement. Someone from the group needs to be delegated to greet participants, organize clean up, and check with the Resident Friend on duty before leaving. Groups are asked to leave facilities as they are found. When using the kitchen all clean up and dish washing is the responsibility of the group that booked the space. House closes at 10pm all days but Saturdays and all evening groups need to leave by that time.
* Saturdays the house closes at 9:30pm, groups need to be out the door by 8:30pm.
* No smoking or alcohol is permitted on the premises.
* Fees are based on 4 hour sessions or part thereof, we do not schedule by the hour.
* For bookings made far in advance of the requested date, Friends House reserves the right to request a deposit.
* In the unlikely event of an unexpected and inflexible congregational need, Friends House reserves the right to rearrange or cancel a booking.
* With the aim of reducing waste, groups who enlist catering and **use Friends House' own cutlery and utensils**, as opposed to disposable ones, will be offered a **$15 discount** for the use of the kitchen*.* Groups are also asked to encourage their participants to dispose of waste correctly in the provided recycling, organic and garbage containers that are provided.
* Friends House does not provide supplies such as tea, coffee, sugar, milk, flipchart paper etc.

***Cancellation Policy:*** *Groups that cancel bookings with less than two weeks’ notice will be asked to pay 50% of the cost, if the booked rooms are unable to be booked by another group within that time. Groups that cancel bookings with less than one weeks notice will be asked to pay the full rate.*

**Dates and times for requested rooms:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  DATES ⇒ |  |  |  |  |
| **MEETING ROOM** | Start:  | End:  | Start: | End: | Start: | End: | Start: | End: |
| **DINING ROOM** | Start: | End: | Start: | End: | Start: | End: | Start: | End: |
| **2nd Fl. LOUNGE** | Start: | End: | Start: | End: | Start: | End: | Start: | End: |
| **SUN ROOM** | Start:  | End:  | Start: | End: | Start: | End: | Start: | End: |
| **KITCHEN** | Start:  | End:  | Start: | End: | Start: | End: | Start: | End: |
| **PROJECTOR** | Start:  | End:  | Start: | End: | Start: | End: | Start: | End: |

**Cost Calculation:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Meeting Room** | **Dining Room** | **2nd Floor Lounge** | **Sun Room** | **Kitchen** | **Projector** |
| **First four hours** | $130 | $70 | $60 | $40 | $25 flat rate*($10 with discount)* | $20 flat rate |  |
| **Second four hours** | $120 | $65 | $55 | $35 |
| **Third four hours** | $110 | $60 | $50 | $30 |
| **Subtotals:** (multiplied by number of dates) |  |  |  |  |  |  | **Total due:**  |

 *Payment can be accepted in cash or cheque, payable to “****Toronto Monthly Meeting****”*

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| --- |
| Booking confirmed and returned as invoice (to be completed by Friends House staff) |
| Date:  | by:  |