



Nancy Reuben Hall Booking Form

Contact Details

Name: _____
Organisation: _____
Address: _____
Postcode: _____
Telephone: _____ Mobile: _____
Email address: _____

Event Details

Type of Event: _____
Date of Event: _____
Time of Event: from _____ am/pm to: _____ am/pm
Number of people attending: _____
Room Layout required: _____

For security reasons please list below the contact numbers for contractors at your event

	Name:	Mobile:
Events Manager:	_____	_____
Caterers:	_____	_____
Band/Entertainment:	_____	_____
Florist:	_____	_____
Other requirements:	_____ _____	

I enclose:

A non-refundable cancellation deposit fee of £500.00 to ensure confirmation of the booking,
OR payment in full for the event of £ _____ *(Please make cheques payable to Od Yosef Hai)*

And I confirm that I have read and understood the Terms and Conditions of booking the Nancy Reuben Hall and agree to abide by them.

Signature: _____ Date: _____



Nancy Reuben Hall On-Site Facilities

- Caterers lift directly to the kitchen
- Five large round tables (6 ft. - seats 12); Twenty round tables (5 ft. seats - 10); Twelve rectangular tables
- 250 chairs
- Heating / air-conditioning
- 2 upright freezers; 1 chest freezer
- Food warmers; Timers
- Electric cooker
- Industrial oven; Gas hobs
- The extractor system must be turned on before the gas goes to the cooker via the gas control unit.
- Ladies and gents toilets
- Coat-rails

Address:
Nancy Reuben Hall
50 Finchley Lane
Hendon
London, NW4 1DJ
Tel: 020 8203 5701

Website:
www.odyosefhai.com
Events Coordinator:
office@odyosefhai.com
Registered Charity No:
288429

Bank Details:
Od Yosef Hai Yeshivah
HSBC Bank
Account no: 41325779
Sort code: 40-03-26