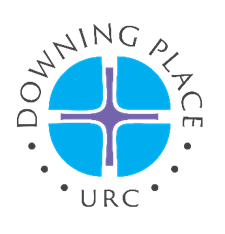
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LETTINGS ENQUIRY FORM

Please give us as much information as possible about your proposed event

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your name |  | | | |
| Your email address: |  | | | |
| Your telephone number |  | | | |
| Name of your organization (if applicable) |  | | | |
| Name and Type of proposed event |  | | | |
| Date(s) of proposed event(s) |  | | | |
| Arrival time |  | | | |
| Departure time |  | | | |
|  |  | Hourly Rate (Room Only) | Approximate times | |
| I am interested in hiring: | Main Church | £45 |  | |
| Gibson Hall | £30 |  | |
| Emmanuel Room | £30 |  | |
| Hub – to be booked in conjunction with main church and/or Hall | £30 |  | |
| G1 | £20 |  | |
| G2 | £20 |  | |
| G1/G2 together | £30 |  | |
| F1 | £20 |  | |
| F2 | £20 |  | |
| F3 | £20 |  | |
| Facilities Required: | Kitchen Use (cold food/hot drinks) | | £23 per event |  |
| Kitchen Use (cook a meal) | | £50 per event |  |
| Piano | | £39 per event |  |
| Organ | | £39 per event |  |
| Sound system | | To be confirmed |  |
| Use of Projector/screen | | To be confirmed |  |

**Please return your completed form to Elaine Barker, elaine@downingplaceurc.org.**