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LETTINGS ENQUIRY FORM

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

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| 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.**