



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.