**ELMWOOD URC – BOOKING ENQUIRY FORM**

|  |  |
| --- | --- |
| **ITEM** | **RESPONSE** |
| Name of organisation |  |
| Contact |  |
| Telephone number |  |
| Event description |  |
| One off or recurring event |  |
| Number of people attending |  |
| Preferred day & time |  |
| How many hours per week |  |
| The period of the let |  |
| Start date |  |
| Preferred/suitable rooms. |  |
| Do you require use of the kitchen? |  |