Room Hire Request Form

**Contact details:**

|  |  |
| --- | --- |
| Group/Organisation |  |
| Contact name |  |
| Contact email(s) |  |
| Postal address |  |
| Contact number(s) |  |
| Contact for Invoicing: Name / email |  |
| Nature of booking |  | Numbers |  |

**Room(s):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MoondanceStudio Theatre | ShelleyHall | Weston Workshop | Rhondda Room | Cynon Room(MR2) | Taf Room(select days only) | 1 to 1 room | Elai Room | Y CwtchCafe(After 5pm) |
|  |  |  |  |  |  |  |  |  |

**Days & Times:**  **Dates:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day(s) | Start time | Finish time |  | Start Date | Finish Date |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  | **Dates not required:** |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

|  |
| --- |
| **Additional Information**/**Room set up:**Do you require teas & coffees? (£1.35 per serving)  |
| **How did you hear about Yma?**  Social Media Search Engine Newsletter Directory Word of Mouth Other…   |