Application for Hire of Parish Centre or St Brigid’s Room

Please complete the following details in as much detail as possible and return to the Parish Office at least 6 weeks before your event, at the address as above or e mail to [parishfinancewindsor@portsmouthdiocese.org.uk](mailto:parishfinancewindsor@portsmouthdiocese.org.uk)

This will allow us to consider your booking and advise you of availability and pricing.

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation Name if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact E mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Hire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Times Start\_\_\_\_\_am/pm Finish\_\_\_\_\_\_\_am/pm

Evening Session 6.00pm until 10.00pm

Number of attendees \_\_\_\_\_\_\_\_\_\_ (Maximum seated in Parish Room is 120 and in St Brigid’s room 60)

Room required Parish Centre or St Brigid’s Room. (delete one)

Kitchen Facilities Required Yes or No (delete one)

Visual/Audio facilities Yes or No (delete one)