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

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 \_\_\_\_\_\_\_\_\_\_ (Max seated in Parish Room is 120, 200 standing)(St Brigid’s room 20/60)

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

Kitchen Facilities Required Yes or No (delete one)

Visual/Audio facilities Yes or No (delete one)

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Office Use only

Booking agreed date ------------------- Agreement completed date--------------

Agreement returned date\_\_\_\_\_\_\_\_\_ Invoice sent date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment received date\_\_\_\_\_\_\_\_\_\_