



St Matthew with St Paul
Pilgrims on a journey

For office use
Invoice no.

SINGLE HIRE OF PARISH PREMISES

Name and organisation

Address

Telephone numbers (including mobile)

Email

Nature of activity

Approximate number of people attending

Will you be using recorded or live music during your booking? (We need to know for the purposes of our PRS licence) YES / NO If yes, please give a brief description

Will you be providing alcohol? YES / NO Will you be selling alcohol? YES / NO

<https://www.winchester.gov.uk/licensing>

Venue required ST PAUL'S HALL / PARISH ROOMS / ST PAUL'S CHURCH / ST MATTHEW'S CHURCH / ST PAUL'S MEADOW ONLY (delete as necessary)

Do you expect to need to use any other facilities / equipment? (If so, please specify)

Date of booking

Start time (access required from) Finish time*

**Please note you must not access the building before the start time*

Please tick

- I enclose payment of £ (cheques payable to 'St Matthew's PCC') or
- I have made my payment online using the details below
- I enclose a deposit cheque of £25 (and a special deposit of £)
- I enclose a copy of our current Public Liability Insurance (for established small groups / commercial hire only)
- I have read the information regarding the use of these premises and agree to comply with the Conditions of Hire
- I agree to take any rubbish away at the end of the event



BANK TRANSFERS

Account name: St Matthew's PCC

Sort code: 55-81-26

Account no.: 73264024

Bank ref: INV23

NB Just to let you know, this is a business account and the Payee Checking Service may find it as St Matthews Parochial Council, and that is the correct account

Signed Date

**Booking is not confirmed until this form has been completed,
returned to the Parish Office and accepted**

*For key collection, please contact the Parish Administrator, 01962 844878,
admin@stmatthewstpaul.org*