



The United Church
Jewry Street, Winchester, SO23 8RZ
(Methodist and United Reformed)
Email: office@unitedchurchwinchester.org.uk
Telephone 01962 849559



USE OF PREMISES BOOKING FORM

Name of Organisation:

Address:

Date(s) premises required:

Facility Required:

Purpose:

Approximate Numbers Attending:

Starting Time:

Finishing Time:

Contact:

Tel No:

Mobile No:

E-mail address:

Total Donation:

On behalf of the above named organisation, I request the use of the specified facilities as detailed above and agree to ensure the strict observance of the Terms and Conditions defined by all persons attending the event.

Users of the premises must also understand that in the unlikely event of the premises being unexpectedly and urgently required for use by the United Church, then such church requirements will take precedence over any other booking. In such a case, any donation already received by the church will be refunded or an alternative booking arranged.

We/I accept that The United Church cannot be held responsible for loss, damage or injuries sustained at the Church if associated or connected in any way with the event or control of the event to which this hire relates.

Furthermore we/I agree to indemnify The United Church in respect of any damage occasioned to property arising out of the negligence of the hirer and or their invitees.

Please note: We require that any portable electrical equipment used in our premises has a valid PAT test (Portable Appliance Test) label affixed to it indicating it has passed an Electrical Safety Test. Please contact us if you require further information.

Signed:

Full Name:

Position:

Date:

Use of premises confirmed on behalf of the Church Council.

Signed:

Position:

Date:

Office Use Only

Date Donation Received:

Receipt sent: