



Winchester
City Council

Application for Licence
St Maurices Covert

Name and address of applicant:

_____ Postcode: _____

Contact Number: _____ Email: _____

I wish to apply for permission to use St Maurices Covert on:

Date(s) _____

The charity organisation that will benefit from this event is:

(Name of charity) _____

Do you require a parking space? Yes ☐ No ☐
(Colebrook Street Car Park only)

It is the responsibility of the Hirer to obtain Public Liability Insurance to the value of £5million and to produce such insurance to the Council if required.

The fee of £35 per booking is enclosed with this application.

Signed: _____ Date: _____

Please return the form to:

Estates, Winchester City Council, City Offices, Colebrook Street, Winchester, Hampshire SO23 9LJ

Please make cheques payable to Winchester City Council.

If you have any queries, please contact the Estates office on 01962 848 134

ST MAURICE'S COVERT - BOOKING CONDITIONS

1. The charge for the hire of the Covert is £35 per booking. The charge is payable **at the time of booking.**
2. Only Charitable Organisations may use the Covert not individuals.
3. The organisations must specify the Charity that will benefit from the profits of the sale etc.
4. No jumble sales, raffles or lotteries are permitted.
5. The wooden door in the tower of St. Maurices Church must be kept entirely free from all obstructions.
6. The pathway under the arch must be kept free and a gap of at least six feet depth maintained between stalls/workers and the wall opposite Debenhams.
7. No Organisation is to have more than four bookings on Fridays or Saturdays a year and may in addition have no more than 6 bookings on other weekdays making a maximum of ten per year. ***However, organisations are very welcome to enquire about last minute availability.***
8. The Covert must not be used for Trade or Commercial use.
9. No food must be used for immediate consumption (ie: if any home made cakes are sold they have to be wrapped).
10. The Organisation should not compete with local shops.
11. No posters or advertising material is to be attached on any of the Council or adjoining properties.
12. Tables etc cannot be provided by the Council.
13. The Organisers shall ensure the details of the body in aid of which the function is held are made apparent to would be supporters in a manner approved by the Council.
14. The Covert must be cleared of all debris resulting from the sale at the conclusion of the event.
15. It is the responsibility of the hirer to obtain Public Liability Insurance to the value of £5m and to produce proof of such Insurance to the Council if required.