

Need a Space for Your Event?

Our **Parish Centre** is available **7 days a week** and is used regularly by long-term groups. However, availability often changes, and there are **plenty of openings** in the mornings and afternoons.

For more information on availability, pricing, and to book your event today, get in touch with us:

- **Office Hours:** Monday – Friday, 11:00 AM to 3:00 PM.
However, for the **quickest response**, please **email** us at:
hall@smam.org.uk
- **Website:** www.smam.org.uk

Price List (per hour):

Space	Charity Rate	Commercial Rate
Large Hall	£24	£30
Small Hall	£16	£20

Long-term bookings may qualify for a discount. Please contact us for more details. To access the **Charity Rate**, simply provide us with your charitable status documentation.

Let's make your event a success at St. Matthew's Parish Centre!

Book now and let us provide the perfect setting for your next gathering. We can't wait to welcome you!

The Hall Address for invitations:

St Matthew's Parish Centre,
Muncaster Close,
Ashford,
Middlesex,
TW15 2EE.



The Parish of
St Mary the Virgin
STANWELL
&
St Matthew
ASHFORD

PARISH CENTRE



Welcome to Your Ideal Event Space!

Looking for the perfect venue to host your next event? Whether it's a **large celebration**, a **small gathering**, or a **community fundraiser**, St. Matthew's Parish Centre is the ideal space for you.

Completed in **1961 to the Glory of God**, our Parish Centre is a welcoming, versatile space designed to meet all your event needs. Conveniently located, it's perfect for everything from **weddings** to **parties**, **workshops** to **church functions**. Come and make it the backdrop for your special moments!

Our Facilities Include:

- **Main Hall with Stage** – A spacious and flexible area for large events, performances, or gatherings.
- **Small Hall** – A cozy and intimate space perfect for smaller groups or meetings.
- **Fully Fitted Kitchen** – Equipped to cater to all your cooking needs, with plenty of workspace, fridge, modern oven, and microwave.
- **Ladies and Gents Toilets** – Conveniently located for your guests.
- **Disabled Toilet Facilities** – Accessible for everyone, ensuring comfort and ease.
- **Car Park Adjacent to the Building** – Easy parking for all your guests.

Book Your Event at St. Matthew's Parish Centre Today!

Our Parish Centre is the perfect venue for events of any size. Whether you're hosting a **fundraising event**, a **children's party**, a **business meeting**, or a **celebration**, we have the space for you!



The Large Hall

- **Ideal for larger events** with a spacious layout measuring 18m by 9m.
- **Holds up to 120 comfortably**, seating for up to 100 people and a stage for performances or presentations.
- Equipped with a **well-stocked kitchen**, including a large sink, plenty of worktop space, a modern twin-oven range cooker, and a microwave.
- **Crockery and cutlery** available for use – we've got you covered!

The Small Hall

- Perfect for **smaller gatherings** or meetings, seating about 40 people.
- Includes a **small kitchen** and toilet facilities.
- Fully accessible with **disabled access** for everyone.

Both halls offer **disabled access** and facilities, including **baby-changing** and **disabled toilets**, ensuring that every guest feels welcome and comfortable.

Booking Made Easy!

We want to make your booking process as smooth and easy as possible. Here's what you need to know:

- **Set-Up and Clean-Up:** Remember to include both **set-up** and **clean-up** time in your booking request. All events must finish and the building vacated by **23:00**.
- **Security Deposit:**
 - £50 deposit for bookings **4 hours and under**.
 - £100 deposit for bookings **over 4 hours**. Your deposit will be refunded after your event, as long as the space is left clean and tidy.
- **Staffing Fees:**
 - £10 for bookings up to 4 hours.
 - £20 for bookings over 4 hours.
 - If the management is required to attend, it's **£10 per hour**.
- **Booking Confirmation:** Secure your booking today by returning your **booking form within 7 days** and paying your deposit. Until we receive the deposit, your booking remains provisional.

A Few Quick Guidelines:

To ensure everyone has a great experience, please follow these guidelines:

- **No Smoking** – Smoking is prohibited anywhere on the premises by law.
- **No Wall Adhesives** – Please avoid using Blu-Tack, Sellotape, or similar on the walls.
- **No Indoor Ball Games** – For the safety of all guests, no ball games are allowed indoors.
- **Clean-Up:** Ensure that the space is left in the condition you found it, including sweeping floors, returning furniture, and cleaning the kitchen if used.
- **When You Leave:** Close all windows and doors, turn off lights and appliances, and take all rubbish with you.
- **Parking:** Parking is **limited**, so please be mindful and plan ahead.