

ROOM BOOKING APPLICATION FORM

With effect from Friday 1st September 2017 - Friday 31st August 2018

Any indication given that a room is available is strictly PROVISIONAL until a written CONFIRMATION accepting your Booking has been issued by the L.C.A. Office to you.

Please note Bookings accepted will be confirmed by email or in writing for collection. If you would like confirmation posted, please enclose an s.a.e. We will process your Application as quickly as possible. Please complete the form and return by email to bookings@lymingtoncommunity.com or by post or in person to address detailed above.

NAME OF ORGANISATION INVOICE NAME AND ADDRESS IF DIFFERENT
NAME OF SECRETARY
FULL ADDRESS

POST CODE TEL NO POST CODE
EMAIL EMAIL

****Session times ****

Morning: 10am to 12.30pm or Afternoon: 2pm to 4.30pm or Evening: 7pm to 10.30pm**

Access to rooms no more than 30 minutes before the above times.

Any time variations to the above must be agreed in advance (maybe charged extra)

****Session time required – see above****

<u>ROOM</u>	<u>DATE REQUIRED</u>	<u>ACCESS</u>	<u>START</u>	<u>FINISH</u>	<u>PURPOSE</u>
1)					
2)					
3)					
4)					
5)					
6)					

SERVING OF ALCOHOL - START FINISH

We wish to have the Association's mobile bar :

We wish to purchase drinks from the Association to serve at the Event YES/NO

We will be bringing in our own alcoholic drinks which are included in the ticket price: YES/NO

We will be bringing in our own alcoholic drinks to sell – corkage will apply (£3.00 per bottle of wine)

Details:

Final costings to be agreed prior to the event.

Details of Person Responsible for alcohol adhering to the law of not serving underage guests, and not serving to customers who are considered to have drunk too much

Name: :-

Contact Details:

I accept the Terms and Conditions as published under the Room Hire Regulations (P.T.O.) in making this booking.

Signed Date

FOR OFFICE USE ONLY

Received	Entered	Confirmed	Room Layout
Fee Quoted	Amount Paid	R/N	Chart..... Anita

Room Hire Regulations – Conditions of Hire (2017/2018)

Please read the following sections carefully. Booking a room means acceptance of these terms and conditions.

1. **Booking**

Applications should be made in writing or email to the Office. A non-returnable deposit/full payment will be required from casual users on completion of a room booking application form (with balance due to be paid on or before booked date). Provisional booking(s) will be held for a maximum of 1 month. Written or email cancellation of a booking less than 2 weeks before the event will result in full payment. Booking times must be strictly adhered to. Preparation and clearing up time must be included in time booked. Exceeding the period booked may result in a surcharge. The LCA reserves the right to cancel or rearrange a hiring, including regular bookings, at their discretion. The Association reserves the right to amend charges and conditions of use at any time.

2. **Damage**

The hirer shall indemnify the LCA for the cost of repair for damage done to any part of the property including the grounds and contents of the buildings which may occur as a result of the hiring. Charges will also be incurred if extra cleaning is necessary.

3. **Room Arrangement**

Completion of a Room Preparation Form is required 2 weeks before event. Furniture in rooms will be arranged according to the requirements of users provided that adequate notice is given and availability of staff. Whilst every effort will be made to carry out such requests this service and equipment cannot be guaranteed. Users are not permitted to help themselves to furniture or equipment from other rooms. Posters/notices etc are not to be fixed to the walls.

Please note you are required to supply your own washing up liquid/tea towel/etc.

4. **Noise**

Ensure noise is kept to a minimum respecting other users in adjacent rooms; the conduct of those persons leaving the Centre must be strictly controlled to avoid nuisance to neighbours and other Centre users.

5. **Waste Disposal**

Ensure that everything brought onto the premises is removed at the end of the hiring. All waste is to be taken away and disposed of. The LCA reserves the right to charge extra for refuse disposal.

6. **Personal Property**

The Association cannot accept responsibility for any personal property left on its premises nor for any loss or damage arising from use of the LCA Permit Holders Car Parks.

7. **Key/Security**

The Room Hirer will be responsible for collecting Room keys from the LCA Office and for securing the room after use and returning the keys to the LCA Office

8. **Insurance**

Users must obtain Third Party Liability Insurance and if necessary, Personal Accident Cover. The Associations Insurance does not cover your activities.

9. **Equipment**

Users are responsible for ensuring that any electrical equipment brought in by themselves or speakers, has a Portable appliance Test Certificate. We strongly recommend that speakers using Centre equipment arrive in time to rehearse beforehand.

10. **Car Parking**

The Associations Car Parks are strictly for LCA PERMIT HOLDERS ONLY. Unloading is acceptable, but booking a room does not include parking. Public Car Parks are available within close proximity to the Centre and should be used by those without LCA Permits. A temporary parking permit for guest speakers only may be pre-booked 2 weeks prior to the event. Please advise your guests and visitors accordingly.

11. **Fire Precautions**

All users must appoint a fire steward to be responsible for ascertaining the location of fire exits. At the start of any hiring inform those present of the position of exits and assembly points. Ensure that all exit routes are kept clear of obstructions at all times. In the event of a fire; stewards are to ensure that the room is vacated immediately - do not allow people to collect their belongings and that all users rally at the assembly point. Do not re-enter the premises until advised it is safe to do so. If you discover a fire then break glass on the Fire Call Point, get your guests out and call the Fire Service on 999. Maximum room occupancy numbers MUST NOT be exceeded.

12. **Personal Evacuation Plan**

You must assess the needs of people attending your event/function with regards to their evacuation in case of fire. Are they able to get out unaided, do they need help, how much help do they need? **If you need assistance to get them out then make this known to reception before the start of your event.**

13. **Health and Safety**

You are responsible for making a Risk Assessment of the activities that you are engaged in whilst on these premises. You are expected to comply with the LCA Health and Safety Policy at all times, copy of which is available at Reception.

14. **First Aid**

Make yourself aware of the location of the nearest First Aid Kit. All accidents are to be logged in the incident book and reported to the Reception Office. First Aid Kits and Incident Book are available in the Reception Office as well as in the foyer next to the events board. All Office Staff are trained in First Aid.

15. **Alcohol**

No alcoholic drinks can be served/brought in without the prior permission of the Centre Manager.