

**LYMINGTON COMMUNITY ASSOCIATION
NEW STREET, LYMINGTON, HAMPSHIRE, SO41 9BQ**

Registered Charity - 301880

TEL: 01590 672337 EMAIL: bookings@lymingtoncommunity.com

ROOM HIRE CHARGES

With effect from 1st September 2018 – 1st August 2019

exempt from V.A.T.

Childrens Parties standard charge will apply. Please ask for Celebratory Room Hire Rates.

Sessions Times are 9.30am to 12.30pm, or 2.00pm to 5.00pm, or 7.00pm to 10.30pm

ACCESS to ROOMS will NOT be available more than 30 MINUTES before the above times.

Any time variations must be agreed in advance and additional chargers may be applied.

ROOMS	Seated*	STANDARD RATE PER "SESSION"
FULLER/MCLELLAN (Includes use of kitchens)	(180)*	£150.00
FULLER (Includes use of kitchen)	(80)*	£100.00
MCLELLAN (Includes use of kitchenette)	(80)*	£100.00
WELLINGTON (Includes use of Kitchenette)	(120)*	£100.00
ROBERT HOLE (Includes use of Kitchen)	(96)*	£100.00
THE MALT – Hall hire only	(91)*	£95.00
THE MALT - Hall and Cinema hire, projectionist & ushers (Quotable if selling tickets)	(88)	£150.00 plus License Fee = £185.00 (if no admission charge)
PHOENIX (Includes use of Kitchenette)	(30)*	£50.00
HAYLOFT	(30)*	£45.00
STUDIO	(16)*	£55.00
SOLENT	(25)*	£40.00
COWPER	(12)*	£35.00
THE MALT LOUNGE	(40)*	£70.00
BEAGLEY	(12)*	£40.00
CHARTER	(12)*	£35.00

In all cases accommodation charges include heat, light, chairs, tables, room preparation (see condition 3) etc.

***Numbers in brackets indicate the MAXIMUM persons permitted in the room at any one time when seated* (tables, etc, will reduce these numbers)**

Should you wish to serve alcohol at your event/function we will need to know at the time of booking any requirements and charges may apply.

Catering

Catering available – please ask at reception for details.

EQUIPMENT, etc - (Ask for separate sheet) - includes VAT at standard Rate.

Audio Visual Aids Equipment available - LCD Data Projectors–intended for use with a laptop supplied by yourself.

INDUCTION LOOP FOR THE HARD OF HEARING - Most of the Centre's larger rooms are equipped with an Induction Loop/PA System. This equipment is available free of charge but must be booked in advance of your meeting date Fuller, McLellan, Robert Hole, Wellington and Malt Hall.

The Association reserves the right to amend charges/Regulations conditions of Hire at any time

Room Hire Regulations-Conditions of Hire P.T.O.

Room Hire Regulations – Conditions of Hire (2018/19)

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, phone or email cancellation of a booking less than 2 weeks (14 days) before the event date 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; 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 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 obtained from the Reception on request. Please advise your guests and visitors.

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 prior permission of the Centre Manager.