

Lymington Community Association
Room Booking Application Civil Partnership/Reception/Party 2018 - 2019

Registered Charity - 301880

*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. Thank you.

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:-

Lymington Community Association, New Street, Lymington, Hants, S041 9BQ.
Tel: 01590 672337

ROOM BOOKING APPLICATION FORM
Civil Partnership/Reception/Party
1st September 2018 - Friday 31st August 2019

Name _____ Name _____
Full Address _____ Full Address _____

Post Code _____ Tel No _____ Post Code _____ Tel No _____
Email _____ Email _____

<u>ROOM</u>	<u>DATE REQUIRED</u>	<u>ACCESS</u>	<u>START</u>	<u>FINISH</u>	<u>PURPOSE</u>
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- 1)
- 2)
- 3)

<u>Room for Registrars</u>	Start	Finish
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1)	<u>Serving of Alcohol</u>	START	FINISH
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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 invite/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
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Fee Quoted	Deposit Paid	R/N	Balance Paid	R/N
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Any other Information

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. **Civil Partnership/Reception/Party**

Applications should be made in writing or email to the Office. **A non-returnable 50% deposit is required at the time of booking with the balance being paid one month before booked date. Can be paid by Cash or Cheque made out to "LCA" or BACS. If paying by BACS please include a reference on your payment re your event. Bank: Barclays Sort Code: 205353 Account No: 20591416 Account Name: Lymington Community Association.**

Provisional booking(s) held for a maximum of 1 month. Cancellation of a booking not less than 2 weeks before booked 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.

An individual wishing to arrange parties in the Centre may book accommodation provided the hirer is over 18 years of age, is present throughout the event, and accepts responsibility for controlling admission and for the behaviour of all present.

NOTE: No tickets to be sold at the door. All persons admitted must have a ticket or invitation.

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 required 3 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 cannot be guaranteed. Users are not permitted to help themselves to furniture/equipment from other rooms. Posters/notices etc. are not to be fixed to the walls. Use of candles is not permitted unless they are in a proper container.

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**

Please 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 by the user. 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 Office/Caretaker.

8. **Insurance**

Users must obtain Third Party Liability Insurance and if necessary, Personal Accident Cover. The Association's 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 manager 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? Please let reception know of your evacuation plan in case of fire if you have persons attending who will need extra assistance to evacuate,

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. A 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.