

LYMINGTON COMMUNITY ASSOCIATION  
NEW STREET, LYMINGTON, HAMPSHIRE, SO41 9BQ. 01590 672337  
Registered Charity - 1188765

**ROOM PREPARATION FORM**  
**CIVIL PARTNERSHIP CEREMONY 2023 -2024**

**PLEASE RETURN TO THE CENTRE NOT LESS THAN 21 DAYS BEFORE YOUR BOOKED EVENT**

This plan is needed by the caretaking staff to set up your room for you.

*Name of user*

*Telephone Number*

*Type of Function*

*Room being used*

*Date of use*

Times:-	ACCESS	START	FINISH
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Please indicate number of chairs required. (please adhere to maximum persons seated permitted in the room – PTO for maximum numbers)

1 x Card Table  
& Table Cloth & 1 Chair

2 x Chairs for Registrars

4 x Glasses and Jug  
of water & Box of Tissues

6ft Trestle Table & Civil Partnership Table Cloth\*

**Please indicate number of chairs required for your guests:-**

**Interview Room**

Room being used	Start Time	Finish Time
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1 x Trestle Table with Table Cloth & 4 x chairs and 1 x Card Table with Table Cloth/Water Jug/4 x Glasses/Box of Tissues

\* Box from McLellan Kitchen cupboard with Civil Partnership - Table cloth, etc.

2 x Car Park space - Registrars  
2 x Car Park space – Bride/Groom  
Sign Stand with name of people having Civil Ceremony  
If in Malt need - uncover windows  
(This is a standard set up of requirements)

**Whilst every effort will be made to carry out room preparation  
this service cannot be guaranteed.**

**P.T.O**

**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 Invitation: 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 .....

EQUIPMENT AVAILABLE FOR HIRE – 2022/23

ITEM	STANDARD	PLEASE TICK
=LCD DATA PROJECTOR (see note below)=	£25.00 Including VAT	
MUSIC- please tick if required and state the device you will be using. Device Name .....	No Charge	

NOTES:-

Please mark above if you would like to play your own music and let us know what device you will be playing this from ie:- Iphone, etc (Audio cable required) One of your Guests will be responsible for playing the music. Please arrange to come and test at least 14 days before the booked date. Thank you

= **LCD DATA PROJECTOR** – ***GATES HALL, FULLER and MCLELLAN (CEILING MOUNTED) plus a portable projector is also available.*** Intended for use with a laptop supplied by yourself. If our Laptop is required an extra charge will be applied.

***We will try to provide equipment requested but this is not guaranteed***

**If you need instruction or guidance in the use of a Data Projector please ask at least 3 weeks in advance of your meeting date.**

<u>Maximum persons in Rooms</u>	<u>Seated</u>
GATES HALL	160
FULLER	70
MCLELLAN	70
WELLINGTON	90
THE MALT	91
MALT LOUNGE	30
BEAGLEY	12