

ROOM BOOKING APPLICATION FORM

Lymington Community Centre, New Street, Lymington, SO41 9BQ
01590 672337 Bookings@lymingtoncommunity.com

Booking Form for 1st September 2024 – 31st August 2025

All bookings are **PROVISIONAL** until written **CONFIRMATION** accepting your Booking(s) 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. Please complete the form and return by email to bookings@lymingtoncommunity.com or by post.

Lead Booking Contact

Name of Organisation
Name of Secretary
Address of Secretary
Telephone
Email

Invoice Contact & Address if different

Name & Address of Accounts Person

Session Timings

Morning: 9.30am to 12.30pm | Afternoon: 2pm to 5.00pm | Evening: 7pm to 10.30pm

Access to rooms no more than 30 minutes before the above times. Any variations to the above must be agreed in advance and an extra charge may be added.

Dates and Rooms you require

	Room	Date Required	Access	Start	Finish	Purpose
1)						
2)						
3)						
4)						
5)						
6)						

Equipment Hire

- Do you require any equipment? **Yes/No** Please specify over the page to book this in Section 1. Please note this is chargeable.

Kitchen Use /Mobile Bar

- Please indicate if you require use of Fuller Kitchen (prepare/cook food - chargeable) – Yes/No
- Do you require use of kitchenette? (Available in the Fuller, McLellan & Phoenix for making drinks – not chargeable) – **Yes/No**
- Do you require hire of the LCA Mobile Bar for your event? **Yes/No**

Please note that Washing Up Liquid, Clothes and Tea Towels etc. are not provided by the Centre.

Alcohol

Do you wish to serve alcohol at your event? - **Yes/No** If Yes please complete details in Section 2.

Declaration

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

Signed

Date

Section 1. Equipment Hire Charges 2024-2025

EQUIPMENT AVAILABLE	STANDARD	AFFILIATED	PLEASE TICK ITEM(S) REQUIRED
LCD DATA PROJECTOR (see note below)	£25.00 inc VAT	£12.50 inc VAT	
CABLES REQUIRED	PLEASE CIRCLE THE CABLE YOU REQUIRE FOR YOUR LAPTOP		
	HDMI	VGA	APPLE CABLE
STAGING (Only available in Gates Hall)	£25.00 inc VAT		
FLIP CHART STAND	£3.00 inc VAT	£1.50 inc VAT	
FLIP CHART STAND, PAD AND PENS	£6.00 inc VAT	£4.00 inc VAT	
RADIO MICROPHONE	£25.00 inc VAT	£5.00 inc VAT	
SCREEN (PORTABLE)	£5.00 Inc VAT	£3.00 inc VAT	
TABLE CLOTHS (ROUND)	£10.75 EACH – 9 available	Number required	
TABLE CLOTHS (RECTANGLE)	£10.75 EACH – 5 available	Number required	

Data Projector – Wall mounted in the Gates Hall, Fuller & McLellan. TV is available in the Malt Lounge and Solent Room. A Portable projector and screen are available in other rooms. Please note all projectors are Intended for use with a laptop supplied by yourself. If you have an “Apple Mac” laptop you will need to provide a converter adaptor.

Induction Loop – Only available when a microphone is in use. Please note this is only in the Gates Hall, Fuller, McLellan and Malt Cinema/Theatre.

Section 2. Serving of Alcohol

Start Time _____ Finish Time _____

- Do you wish to have the Association’s mobile bar? (Purchase your drinks from the bar on the day):
Yes/No
- Do you wish to bring in our own alcoholic drinks? * **Yes/No**
**Please note Corkage Applies £3 per bottle Wine & £ 5 per bottle fizz*
Number of bottles to be charges corkage on: -
- Overview of drinks being provided:
- We do not allow glass in the Malt Hall so please bring your own plastic cups. We can provide them at a cost of 50p per plastic wine and 20p per cup.

Please complete the details of the 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 Telephone:**

Please adhere to the maximum number of participants in the rooms. This will be reduced depending on the room layout including tables etc. We advise testing all computer equipment 2 weeks prior to your meeting. We will try to provide equipment requested but this is not guaranteed. Please contact Bookings@lymingtoncommunity.com to arrange a meeting as help cannot be guaranteed on the day by the caretaking team.

Office Use Only

Fee Quoted Confirmed by email Electronic Paper Diary Room Prep Scanned to system

Room Hire Regulations – Conditions of Hire (2024/25)

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

1. Access Times

Access to rooms will NOT be available more than 30 MINUTES before your session time. Please note you will be charged for use over/ prior to your session. Any time variations must be agreed in advance and additional charges may be applied.

2. 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.

3. 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.

4. 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. No nonperishable Table Glitter or Confetti to be used. **Please note you are required to supply your own washing up liquid/tea towel/etc.**

5. Noise

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

6. 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.

7. 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.

8. 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. All rooms must be locked when finished with.

9. Insurance

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

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

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