

ROOM HIRE CHARGES - GENERAL USE

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

Charges for 1st September 2024 – 31st August 2025

Please ask for “Celebratory Room Hire Rates” for Civil Ceremony/Reception/Adult Parties/Baby Showers & Christenings. Children’s Parties standard rate will apply.

SESSION TIMES - 9.30am to 12.30pm, or 2.00pm to 5.00pm, or 7.00pm to 10.30pm

ROOMS	Seated*	RATE PER “SESSION” * VAT Exempt	
		Standard Rate	Affiliated Rate
THE GATES HALL FULL KITCHEN USE	(160)*	£203.50 £56.00	£132.00 £27.50
FULLER (Includes use of Kitchenette) – (Full Kitchen use charge as above) MCLELLAN (Includes use of kitchenette)	(80)* (80)*	£132.00	£74.00
WELLINGTON (Includes use of Kitchenette)	(120)*	£132.00	£74.00
THE MALT – Hall hire only	(91)*	£124.50	£74.00
THE MALT - Hall and Cinema hire, projectionist & ushers (Quotable if selling tickets)	(88)*	£202.50 plus License Fee = £250.00 (if no admission charge)	
NORMANDY	(50)*	£82.00	£66.00
PHOENIX (Includes use of Kitchenette)	(30)*	£71.00	£55.00
HAYLOFT	(30)*	£63.50	£49.50
STUDIO	(16)*	£77.00	£55.00
SOLENT	(25)*	£57.50	£44.00
COWPER	(12)*	£52.00	£44.00
THE MALT LOUNGE	(40)*	£97.00	£66.00
THE MALT CAFÉ – EVENINGS ONLY	(20)*	£75.00	£64.00
BEAGLEY	(12)*	£57.50	£43.00
CHARTER	(12)*	£52.00	£37.50
POTTERY (Use of Kiln extra charge – Quotable)	(10)*	£142.50	£74.00

- **ROOM SET UP** – Rooms will be set up in accordance with your set up plan (see condition 4).
- **ALCOHOL** – Please note corkage applies. We will need to know at the time of booking any requirements.
- **ROOM CAPACITY** – Numbers in the brackets indicate the maximum persons permitted in the room at any one time when seated. Please note that room set up requirements may reduce this number.
- **CATERING** – Catering available – please ask for more information including menus and rates.
- **EQUIPMENT** - A range of equipment including Microphones/ Data Projectors etc are available for you to use with your own laptop. Please ask for a price list.
- **INDUCTION LOOP** - This equipment is available free of charge but must be booked in advance of your meeting in conjunction with a microphone which is chargeable. This is available in The Gates Hall, Fuller, McLellan and Malt Hall.

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

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.