

## ROOM PREPARATION FORM

Lymington Community Centre, New Street, Lymington, SO41 9BQ  
01590 672337 [Bookings@lymingtoncommunity.com](mailto:Bookings@lymingtoncommunity.com)

### Preparation Form for 1st September 2024 – 31st August 2025

Please return the preparation form alongside your booking application form at the time of booking.  
If any changes need to be made to the preparation form, please give us 48 hours notice.

**Name of user and or Organisation**

**Organiser's Name & Telephone Number**

**Name/Type of Function**

**Room being used**

**Date(s) of use**

**Event Times**      **ACCESS** \_\_\_\_\_      **START** \_\_\_\_\_      **FINISH** \_\_\_\_\_

**Please draw a plan below showing Room Layout: number of tables, chairs, equipment, etc.  
Please note "As before/usual" is not acceptable.**

- **Projector Hire**

Have you booked a projector for your event? **Yes/No**

- **Microphone Hire**

Have you booked a microphone for your event? **Yes/No**

- **Car Parking**

Do you require a reserved car parking space for your speaker? **Yes/No**

**Do you require any other equipment?** .....