

The Lionel Tubbs Hall

Registered Charity Number: 1068097

Kings Worthy Community Centre, Fraser Road, Kings Worthy, Winchester SO23 7PJ

Application form to hire the hall

bookings must be cancelled 7 days in advance otherwise you must pay full amount

Details of Hirer

Name:	Organisation:
Address	Email:
Contact phone number 1.	2.

The hall is available from 9am to 10pm every day (other times on special request).

For a single booking:

Proposed use of hall:	Numbers expected:
Will alcohol be served?	Will you be obtaining a licence for this event?
Date you require the hall:	
Time you require the hall: FROM:	TO:

For regular bookings:

Proposed use of hall:	Numbers expected:		
Will alcohol be served?	Will you be obtaining a licence for these events?		
First date you require the hall:			
Time you require: FROM	TO		
Last date you require hall:			
Daily	Weekly	Monthly	(please circle as appropriate)

I have read the conditions of hire and agree to abide by them

Signed _____ Date _____

**Please note: receipt of payment in advance is required to secure single bookings.
A £10 deposit may be required at the discretion of the Management Committee**

Please make cheques payable to Tubbs Hall Building Management Committee

For office use only:

Confirmation sent:	Payment made:	Payment banked:
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