

# The Lionel Tubbs Hall

Management Committee  
Registered Charity Number: 1068097

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

## Standard Conditions of Hire

- The hall is available for hire until 10pm. It must be used only for the purpose stated on the application form and for the period described in the confirmation of booking letter.
- Payment must be received in advance for single bookings. [Please make cheques payable to Tubbs Community Building Management Committee,](#)
- In some cases, a small deposit may be required. Please enquire for details.
- The hire of the main hall includes the use of the toilets, kitchen, its equipment & crockery. Please check that there is enough for your needs before the day. For hygiene reasons, please supply your own tea towels.
- On confirmation of your booking you will be sent two four digit numbers. These will give you a unique access code to the building and the hall. For security, treat these codes like a PIN number and please do not reveal the numbers to anyone else
- The timer on the heating system is controlled automatically and on no account should it be altered. Please ensure that if you turn down the heating during your stay, you should return the thermostat to 20 as you leave: a red light on the control will remind you of this.
- The positive ventilation system is set on by a switch- if you switch it on, please turn off at the end of your event.
- To preserve the state of the decoration, please use only blu-tack or similar to attach notices: please, never use cellotape or drawing pins.
- The floor is cleaned regularly. Please do not use any preparation which would alter the finish of the floor.
- After use, please leave the premises clean, tidy and secure. Please ensure that all lights are switched off . Please do not enter other rooms in the building.
- All property and refuse should be removed from the site after the hire period.

- Should any damage occur to the rooms hired, or contents or equipment, during the period of hire, the hirer must inform the caretaker (contact details on the notice board at the hall) or Mrs J Porter 01962 791054 immediately.  
The Tubbs Hall Management Committee reserves the right to reclaim from the hirer the cost of repairing such damage, or where additional cleaning may be needed.
- Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them, and to be acquainted with the positions of the emergency exits, first aid box and fire extinguishers. Hirers are advised that appropriate insurance may be required for certain activities.
- Hirers are required to enter in the accident book (kept in the marked first aid cupboard) details of any accident or incident which occurred during the period of use of the hall, which did or could give rise to injury or illness in the future, before leaving the premises. The hirer should also inform Mr Graeme Hutton 01962 620820 without delay.
- Smoking is prohibited throughout the whole building
- Use of the Hall by the hirer will be deemed as acceptance of these conditions.

Tubbs Hall July 08