

The Lionel Tubbs Hall

Registered Charity Number 1068097

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

www.tubbshall.org.uk

To make a booking please go to our website, or call our bookings clerk, Frank Cannon on 01962 885288 For queries, please ring Frank in the first instance, or Chairman, Jackie Porter 01962 791054

Hirer: _____ Phone number _____
Organisation (if any) _____
Address _____

Email _____ Date: _____

Dear _____

Please find enclosed the application form as requested. If you would like to see the hall before use, or have any special requirements, please do not hesitate to contact us as above.

The current details of charges per hour from **1.3.2016** are advertised on our website and are as follows:

Private hire	£10 per hour	<ul style="list-style-type: none">Parties etc, by invitation only, no charge to guests.Smaller commercial groups, up to 10 plus organiser attending
Community Use	£5 per hour	<ul style="list-style-type: none">Open access for charities, fund raising etc
Commercial use	£13 per hour	<ul style="list-style-type: none">Profit making organisations, and those offering membership arrangements for 11 or more peopleSpecial rates may be possible for regular children's clubs and activities- please ask!

If you would like to continue with the booking, please return the application form to me with a

deposit cheque for £ _____ and payment cheque for £ _____

- If the application is for a single booking, please send the whole amount.
- If the application is for a regular booking, you will be invoiced during the hire period. To ensure accurate billing, please submit forms for regular bookings for no more than three months at a time. We are happy to advertise regular bookings for free on our website: contact us for details.

We look forward to welcoming you at the Tubbs Hall.

Yours sincerely,

Frank Cannon, Bookings Clerk,
on behalf of the Tubbs Hall Management Committee

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To book this hall call: 07 519 915 641

Application Form to hire the main hall

**After confirming the booking with our booking clerk, please return form + agreed fee to
Tubbs Hall Bookings: Kings Worthy Community Centre, Fraser Road, Kings Worthy Winchester SO23 7PJ**

A small refundable deposit may be required at the discretion of the Management Committee.

To avoid clashing with other groups, please ensure that your booking covers enough time for set up & completion of your event, & please let us know if we can advertise your details on our website! Thank you!

Details of Hirer (also responsible for fire safety):

Name.....phone number:.....

Address Email

Contact details of second contact in case of difficulties

Name.....phone number.....

Address Email

For a single booking: (The hall is available from 9am to 10pm every day- other times on special request)

Proposed use of the hall.....

Numbers expected.....

Do you have relevant insurance, licences and DBS checks in place for this event? Yes/ No

Will music be played or alcohol be served? Yes/ No

Will you be obtaining a licence for this event? Yes/ No

Date you require the hall

Time you will arrive..... Time you will be leaving.....

Total hours booked:

For regular bookings: (The hall is available from 9am to 10pm every day- other times on special request)

Proposed use of the hall.....

Numbers expected.....

Start date of the booking.....Last date of this booking.....

Do you have relevant insurance, licences and DBS checks in place for this booking? Yes/ No

Will music be played or alcohol be served? Yes/ No

Will you be obtaining a licence for these bookings? Yes/ No

Time you will arrive..... Time you will be leaving.....

Total hours booked at each session:.....Numbers of sessions.....

Bookings must be cancelled 7 days in advance, otherwise you are liable for the full amount.

I have read the conditions of hire (as outlined on the website) and agree to abide by them

Signed:

Date: