



# NEW MILTON AND DISTRICT COMMUNITY ASSOCIATION

## ROOM HIRE BOOKING FORM

Type of hire:  Approx. Number of people?

For what purpose do you require the room?

Name of organisation:

Tel. No. Inc. code:

Email:

Address:

Name of Contact:

Address to which invoice should be sent if different:

Tel. No. Inc. code:

Email:

Name of Contact:

**BEFORE BOOKING – SEE OUR TERMS AND CONDITIONS OVERLEAF.**

Insert day & date

Mornings = 9.45 am - 1.30 pm. Afternoons = 1.30 pm - 4.30 pm  
Evenings = 6.30 pm - 10.30 pm Late = after 10.30pm

If further booking dates are required, please give details:

Room furniture (tables and chairs) set-up required? Yes / No

If 'Yes', which layout would you like? (delete as appropriate)

Number of Tables required   Approx. number of Chairs required

**Equipment required:-**  
(Please indicate as appropriate)

AV Projector and screen  Audio centre  Microphone(s)  Flip Chart + easel

*Flip chart pads and pens are not provided*

**Kitchen Use**

Do you require the use of the kitchen? Yes / No

Will you be bringing in your own refreshments; food and drink? Yes / No

**Please note: Alcohol is not sold on the premises but you are permitted to bring in your own supply.**

**I understand and agree to the terms and conditions overleaf**

Please print name and sign

### FOR OFFICE USE ONLY

Date form received ..... Payment made of: £ ..... cheque/cash

Payment received by ..... Date payment received .....

Room(s) booked .....





## INFORMATION ABOUT ROOMS TO HIRE

### GROUND FLOOR ROOMS

Common Room - approx seating capacity	130
Kitchen (adjacent to Common Room)	
Annexe of Common Room - approx seating capacity	25
Lounge – approx seating capacity	55
Servery (adjacent to lounge)	
Annexe of Lounge- approx seating capacity	15
Room 1 – approx seating capacity	25

### FIRST FLOOR ROOMS

Jubilee Room - approx capacity for dancing	80
“ “ - “ “ seating	120
Servery (adjacent to Jubilee Room)	
Ambrose Room – approx seating capacity	80
Room 2 – “ “ “	10
Room 3 – “ “ “	25

### TERMS AND CONDITIONS

1. **Payment** can be made in advance if wished. Otherwise Hirers will be invoiced at month end.
2. **Cancellation of booking** – Refunds can only be made where at least 7 days' notice is given.
3. **Meeting rooms and services** will be priced on application.
4. **Specific room allocations** will be based on the number of people attending, required facilities and availability. NMDCA will have the absolute right to re-allocate if required.
5. **Use of the kitchen** will incur an additional charge.
6. **The arrival time** should not be before 9.45 am. No admission will be gained before that time unless by prior arrangement.
7. **If extra chairs and tables are required**, the Hirer must fetch and return additional ones from other rooms. In some cases rooms can, however, be set up in advance by our Caretaker if sufficient notice is given. This service may be subject to an additional charge, depending on whether the period required for setting up is outside the Caretaker's normal hours of work.
8. **Use of Equipment** – Microphones are available for use in the Common Room and Jubilee Room but these and all other fixed electrical appliances and equipment MAY NOT BE USED without prior permission. All equipment should be switched off if the room is unattended.
9. **Room Hirers may canvas** and/or offer for sale tickets or goods on the NMDCA's premises only after seeking permission from the Executive Committee or Letting Officer of their intentions.
10. **Raffle tickets** may only be sold ON THE DAY OF THE EVENT if prizes include alcohol (which must be in sealed containers).
11. **Code of Conduct** – visitors to the Centre are expected to behave in such a manner as to not create a nuisance or threat to other NMDCA users, including the Management team and Reception staff. Non-compliance will result in immediate expulsion from the premises.
12. **Attendees under the age of 16** must be accompanied at all times.
13. **Attendees shall not** have access to NMDCA electrical equipment.
14. **Combustible liquids** shall not be brought into the building.
15. **Smoking is not allowed** inside the building.
16. **No fire exit** shall be obstructed at any time, nor walkways, corridors and stairs leading to any fire exit. All fire exits should have a clearance of at least 2 metres on both sides.
17. **Fire doors** shall remain closed at all times.
18. **The Hirer shall** ensure that trip hazards are not created and items are stacked safely. All floor cables should be laid to avoid trip hazards.
19. **Wheelchair and motorised** scooters are admitted at the sole discretion of the Management.
20. **If there is an accident** or a medical emergency, this should be reported to the Receptionist who will contact the emergency services.
21. **NMDCA** will not be responsible for damage, loss or personal injury.
22. **If any damage** should occur during an event, the Hirer shall report it to Reception immediately. All damage is chargeable.
23. **On completion of the hire period** all waste materials will be removed by the Hirer and the room left in a clean state.

### General Information

Reception staff will be available from 9.20 am.

There is no parking in the car park of NMDCA apart from loading and unloading. The nearest public car park is in Osborne Road (almost opposite the Centre).

**This form should be sent to the Lettings Officer by post to – NMDCA, Osborne Road, New Milton. BH25 6EA or emailed to Chris Lynott [lettings@nmdcc.org.uk](mailto:lettings@nmdcc.org.uk). The Lettings Officer may be contacted on 01425 620987 during normal office hours.**

Upon receiving the application, the form will be processed and a price will be given to the Hirer with confirmation of the booking. Payments may be made by cheques to NMDCA or Bank transfers. Account details are available on request.

