

ROOM PREPARATION FORM

Lymington Community Centre, New Street, Lymington, SO41 9BQ
01590 672337 Bookings@lymingtoncommunity.com

Preparation Form for 1st September 2025 – 31st August 2026

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?