



**Lyons Community Centre
33A Mallard Crescent
Caddington
Luton
Bedfordshire
LU1 4FG**

Standard Conditions of Hire for One Off Bookings

Hire Conditions:

- The hirer is liable for the cost of any heavy additional cleaning, should this be necessary, and for any damage or breakages that may occur during the hire period. This cost may be taken from the deposit, prior to the deposit refund being given;
- All equipment hired can only be used within the facility and must not be removed;
- Any equipment brought into the building by the hirer must have passed relevant safety tests and be fit for purpose. Permission from the centre management **MUST** be sought before a hirer can bring in any equipment. Any accidents resulting from equipment brought into the building are the responsibility of the hirer;
- The key holder will unlock the building at the commencement of hire and the building will remain unlocked until the end of the hire period. The hirer should ensure that someone is present within the building throughout this period;
- The key holder is asked by the Trust Manager to wait for 15 mins only from the start time of your booking and 15 mins after your finishing time. Any late arrivals or late finishes will be chargeable. This fee will be deducted from your deposit;
- All rubbish will be disposed of by the key holder. Please leave in black sacks outside at of the building by the bin store;
- The key holder will show the hirer all fire exits. They will also explain to the hirer the fire procedures in place for the building. Please give the key holder your close attention



when this is being explained to you. Fire safety notices are displayed in the building, please familiarise yourself with these. A floorplan will be sent when booking;

- Fire exits must not be obstructed in any manner at all. It is the hirer's responsibility to ensure that the fire procedures displayed in the building and verbally communicated to them are also communicated to their guests/clients;
- It is illegal to smoke inside the building, therefore if you or your guests smoke you/they must only do so outside of the building in the designated zone and cigarette ends must be safely disposed of in the unit provided;
- The key holder's contact number will be provided. Please take this with you if you have to evacuate the building. We suggest you key the contact number into your phone;
- It is the Hirer's responsibility to comply with current Food Hygiene rules and regulations. Any outside caterer contracted by the hirer, must also comply with current regulations;
- Children under 5 years old should not be allowed in the kitchen;
- Hirers who use any liquids substances, must check with the Management first and provide the relevant COSHH sheets to the Management. This includes, paints, glues, cleaning products etc;
- The hirer shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and dancing and the sale and supply of alcohol;
- If alcohol is present, then the hirers are responsible for the action of their guests. The Management does not endorse the consumption of alcohol if children are present, or if guests are driving, so this is at the hirer's discretion;
- Hirers and their guests must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of unreasonably loud music etc. Children must be supervised by responsible adults at all times during the course of any booking;
- Hirers are responsible for their guests at all times whilst in the building;
- With the exception of assistance dogs, no animals will be allowed on the premises, unless agreed by the Management;
- No fireworks (indoor or outdoor) are allowed;
- No hazardous liquid substances or items should be brought into the centre;
- No smoke machines or any other equipment that may affect the sensors are allowed;



- No betting, gaming or lotteries shall take place on the premises, except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use;
- Risk assessments are the responsibility of the hirer and as such the hirer needs to be satisfied that the space hired is safe and fit for purpose;
- Bookings are only accepted from persons over 21 years old;
- Approval for the use of the Centre premises by political parties shall be determined by the nature of the occasion;

Insurance

The Community Centre’s insurance does not cover the hirer’s property and equipment. Items left or stored at the Community Centre are done so at the hirer’s own risk and the Community Centre takes no responsibility for any loss or damage.

The Management reserves the right to cancel the booking if the hirer breaks any of the terms and conditions.

We are proud of our community facility and so ask that you remain respectful at all times. We welcome your comments and feedback so that we can constantly strive to improve our services to the community.

I have read and understood the terms and conditions and agree to abide by them:

Name:

Signature:

Date:

Date of booking: