



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

Booking & Payment Terms & Conditions

Definitions

In the context of this Hire Policy and Agreement:

- a) "The Centre" shall mean the Lyons Community Centre, 33A Mallard Crescent, Caddington, Luton, Bedfordshire, LU1 4FG;
- b) "The Hirer" shall mean the person who has signed the Hire Agreement;
- c) "The Premises" shall mean the areas of the centre, which the hirer has agreed to hire;
- d) "Commercial hire" applies to those that hire a space for a company, organisation or group operating for profit. It also relates to private hirers who do not reside in the CaSE area of benefit i.e. Caddington and Slip End;
- e) "Residents hire" applies to those that hire a space for celebrations/functions, workspace hire, or private meetings and are residents that live in Caddington and Slip End;
- f) "Community hire" applies to community groups, charities and to activity related to community priorities and outcomes.

Bookings and Payment

All one off bookings should be made online via our website. Block bookings should be made through the centre management in the first instance. **Block bookings will only be accepted in 6 or 12 week blocks.**

Please allow up 48 working hours for your booking to be confirmed.

Hire times must include set up time and clearing away time.

Signed copies of the "One Off" or "Block Booking" conditions **MUST** be returned, in person or via email, to the centre management **BEFORE** the event takes place.



Provisional bookings will be held for 7 days from date of enquiry. If a booking form is not received within 7 days, the provisional booking will be removed from the diary without further notice.

Full payment of invoiced hire fees and deposits for hall hire or block bookings are due no later than 4 weeks before the event or first block booking.

Full payment of invoiced hire fees and deposits for one off bookings of office spaces are due no later than 1 week in advance.

Block booking hire charges will be invoiced monthly. Payment of invoiced charges must be made within 7 days of the invoice date and can be paid by cheque or PayPal.

We do not issue reminders, so please ensure that final payment is made in good time; if payment is not received the booking may be forfeited and we will accept bookings from other hirers.

In addition to the hire charge a returnable deposit of £150.00 must be made. £50 of this is required at the time of booking to secure the space. The remaining £100 must be paid no later than 4 weeks before the event or block booking.

A returnable deposit of £10 (or £20 if you have use of a key or for block bookings of office spaces) must be made at the time of booking for one off office space and meeting room hires.

All hire charges and deposits must be paid PRIOR to hire. Payments can be made by cheque or PayPal via our booking system.

Hirers of the spaces for one off private events will have their deposit returned by the means with which they paid it within 5 working days of the event.

Block booking deposits will be returned by the mean with which they paid it at the end of 12 weeks or the end of their total booking term, whichever comes sooner. Please allow up to 5 working days.

A REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF THE MANAGEMENT. DEPOSITS WILL NOT BE REFUNDED IN CASES OF LATE CANCELLATIONS, EXCEPT IN EXCEPTIONAL UNAVOIDABLE CIRCUMSTANCES. DEPOSITS MAY ALSO BE KEPT IF HIRERS OR THEIR GUESTS BEHAVIOUR IS CONSIDERED UNREASONABLE AND IF TERMS AND CONDITIONS ARE NOT ADHERED TO.

In the event of any damage or any undue cost incurred by the Trust, after that time, as a result of use or action by the hirer or their guests, we reserve the right to make a charge on the hirer, and if not paid within 7 days, we reserve the right to terminate the agreement.

Please note hire charges and conditions will be reviewed on a yearly basis and events booked to take place after 1st April each year will be charged at the revised cost.



Special occasions, such as New Year Bookings will be considered on a booking by booking basis but may incur additional charges.

Making Payment

You can make payments via [PayPal.me/lyonscommunitycentre](https://www.paypal.com/lyonscommunitycentre) or alternatively:

1. Follow the PayPal link next to each invoice that is displaying as outstanding in your Hallmaster account;
2. You will then be prompted to log into your own PayPal account, the invoice number will appear as the reference for the payment automatically along with the amount;
3. You can then confirm payment.

If making payment by cheque, please make all cheques payable to 'CaSE Community Trust.'

Cancellations

Cancellation of a one off booking should be done 14 days prior to the booking and any hire charges and deposits will be returned by the means with which it was paid within 5 working days. In the event a cancellation is made less than 14 days prior, we may, at our complete discretion, return the deposit or require payment of the hire fee.

Cancellations or alterations to block bookings must be done in writing a month in advance. In the event that a cancellation or request for alteration is made less than a month prior, we may, at our complete discretion, return the deposit or require payment of the hire fee and limit future bookings.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters;
- (iii) the premises cannot be opened under public health recommendations;
- (iv) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (v) the premises becoming unfit for your intended use.

In any such case you will be entitled to a refund of any hire charge and deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.



Concessions

No concessions are applicable to business or private hire and reduced rates for certain groups are reflected in the hire prices.

Councillor surgeries and credit unions will receive free use.

Free resident meetings are limited to 6 per year, per resident association.

The Management reserves the right to change or amend the Terms and Conditions of hire at any time without prior notice. We endeavour to honour all bookings and wherever possible will provide alternative arrangements.

***FOR MORE INFORMATION OR TO MAKE A BOOKING PLEASE CONTACT
REBECCA ON:
rebecca@casetrust.org.uk / 07458 301846***



HIRE RATES

COMMERCIAL (and residents outside CaSE area of benefit)				
		Rate Per Hour*		
ROOM/SPACE	APPROX CAPACITY / NO. PEOPLE	WEEKDAYS (9am-4pm)	WEEKDAYS (4pm-10pm)	WEEKENDS (Sat-Sun)
Griffin Hall	80	£18.00	£24.00	£30.00
Belmont Hall	60	£12.00	£16.00	£24.00
Royale Meeting Room	6	£6.00	£6.00	£6.00
Viceroy Meeting Room	8	£8.00	£8.00	£8.00
Omega Room/Office	4	£2.50	£2.50	£2.50
Wyvern Room/Office	4	£2.50	£2.50	£2.50
Kitchen		£10.00	£10.00	£10.00
RESIDENTS OF CADDINGTON & SLIP-END (25% discount)				
		Rate Per Hour*		
ROOM/SPACE	APPROX CAPACITY / NO. PEOPLE	WEEKDAYS (9am-4pm)	WEEKDAYS (4pm-10pm)	WEEKENDS (Sat-Sun)
Griffin Hall	80	£13.50	£18.00	£22.50
Belmont Hall	60	£9.00	£12.00	£18.00
Royale Meeting Room	6	£4.50	£4.50	£4.50
Viceroy Meeting Room	8	£6.00	£6.00	£6.00
Omega Room/Office	4	£2.50	£2.50	£2.50
Wyvern Room/Office	4	£2.50	£2.50	£2.50
Kitchen		£7.50	£7.50	£7.50
LOCAL COMMUNITY GROUP (unfunded – 50% discount)				
		Rate Per Hour*		
ROOM/SPACE	APPROX CAPACITY / NO. PEOPLE	WEEKDAYS (9am-4pm)	WEEKDAYS (4pm-10pm)	WEEKENDS (Sat-Sun)
Griffin Hall	80	£9.00	£12.00	£15.00
Belmont Hall	60	£6.00	£8.00	£12.00
Royale Meeting Room	6	£3.00	£3.00	£3.00
Viceroy Meeting Room	8	£4.00	£4.00	£4.00
Omega Room/Office	4	£2.50	£2.50	£2.50
Wyvern Room/Office	4	£2.50	£2.50	£2.50
Kitchen		£5.00	£5.00	£5.00

*All rates are hourly excluding the kitchen, which is a set fee for exclusive use of the kitchen facilities