



**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. The cost involved will be taken from the deposit, prior to the deposit refund being given;
- All centre equipment 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;
- Only white tac can be used to adhere decorations etc to the walls. Any damage caused to the walls as a result of anything other than white tac being used will be deducted from the deposit;
- 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 minutes only from the start time of your booking and 15 minutes after your finishing time. Any late finishes will be chargeable. This fee will be deducted from your deposit;
- Unless agreed in advance by the Trust Manager, the hire period cannot be amended;
- The hirer, guests and all equipment should be removed from the premises at the end of the hire period. There will be a grace period of 15 minutes to allow for all cars to be removed from the car park. On leaving please be considerate of our neighbours;



- There are a limited number of spaces (20) in the car park. The hirer is asked to encourage car sharing and double parking (those of the same booking only) to avoid parking on the grass verges or outside of residents properties;
- Any rubbish should be placed in the bins provided. You will also be provided with an additional two bin bags. Rubbish in the bins or the additional two bin bags will be disposed of by the key holder. The hirer is responsible for removing and disposing of any additional rubbish bags;
- 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. This information is also displayed in the building, please familiarise yourself with these. An emergency exit 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 (by the garden gate) and cigarette ends must be safely disposed of in the unit provided;
- The key holder's contact number will be provided. It is also displayed on the noticeboard (between Wyvern and Omega offices). Please take this with you if you have to evacuate the building. We suggest you key the contact number into your phone;
- The key holder can provide one entry fob to the building to the hirer only, upon request. If this is not returned at the end of hire a fee of £20.00 will be deducted from your deposit;
- 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 Trust Manager first and provide the relevant COSHH sheets. This includes cleaning products etc;
- Cleaning products for use by the hirer is available in the kitchen. Access will be given to broom, dustpan and brush and blue roll to enable sufficient cleaning at the end of the hire period;



- Access is also granted to a limited amount of kitchen equipment. The hirer is responsible for ensuring that everything is thoroughly cleaned and put back as it was found;
- The hirer shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music and the sale and supply of alcohol;
- Additional sound equipment is not permitted at any time. The halls have Bluetooth speakers which can be used to play music at a reasonable volume so as to not disturb the nearby residents;
- **For bookings after 7pm on a Friday or Saturday a security guard will be present ensuring that our noise management plan is adhered to. The hirer may be asked to reduce the volume of the music and/or close the windows and doors. Please respect such requests as the booking may be terminated without notice or refund for the remaining hired hours;**
- **Hirers and their guests must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of unreasonably loud music etc. as per our noise management plan;**
- **Hirers are responsible for their guests at all times whilst on the premises;**
- If alcohol is present, then the hirer is 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;
- With the exception of assistance dogs, no animals will be allowed on the premises, unless agreed by the Trust Manager;
- 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;



- Children must be supervised by responsible adults at all times during the course of any booking;
- Approval for the use of the centre premises by political parties shall be determined by the nature of the occasion;

Insurance

The Lyons Community Centres insurance does not cover the hirers property and equipment. Items left or stored at the centre are done so at the hirers own risk and CaSE Community Trust takes no responsibility for any loss or damage.

The Management reserves the right to terminate 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 Standard Conditions of Hire and agree to abide by them:

Name:

Signature:

Date:

Date of booking: