



**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 Trust Manager in the first instance. **Block bookings will only be accepted in 6 or 12 week blocks.**

Please allow up to 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 PayPal or bank transfer as per the invoice.

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. £50.00 of this is required at the time of booking to secure the space. The remaining £100.00 must be paid no later than 4 weeks before the event or block booking.

A returnable deposit of £10.00 (or £20.00 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 paid by PayPal or bank transfer as per the invoice.

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 CaSE Community 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.

You can also make payments via bank transfer or Standing Order using the following details:

1. Account name: CaSE Community Trust
2. Account number: 89196791
3. Sort code: 51-70-57
4. Reference: *YOURBOOKINGTITLE* (eg: DropInSession) - no spaces

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



COMMERCIAL (and residents outside CaSE area of benefit)

ROOM/SPACE	APPROX CAPACITY	Rate Per Hour				
		WEEKDAY (8am-4pm)	MON-THU (4pm-10pm)	FRI* (4pm-11pm)	SAT* (8am-11pm)	SUN/BH (9am-7pm)
Griffin Hall	80	£18.00	£24.00	£30.00	£30.00	£30.00
Belmont Hall	60	£12.00	£16.00	£24.00	£24.00	£24.00
Royale Room	6	£6.00	£6.00	£6.00	£6.00	£6.00
Viceroy Room	6	£8.00	£8.00	£8.00	£8.00	£8.00
Wyvern Room	2	£2.50	£2.50	£2.50	£2.50	£2.50
Omega Room	2	£2.50	£2.50	£2.50	£2.50	£2.50
Kitchen**		£5.00	£5.00	£5.00	£5.00	£5.00
Garden**	50	£8.00	£8.00	£8.00	£8.00	£8.00

RESIDENTS OF CADDINGTON & SLIP-END (25% discount)

ROOM/SPACE	APPROX CAPACITY	Rate Per Hour				
		WEEKDAY (8am-4pm)	MON-THU (4pm-10pm)	FRI* (4pm-11pm)	SAT* (8am-11pm)	SUN/BH (9am-7pm)
Griffin Hall	80	£13.50	£18.00	£22.50	£22.50	£22.50
Belmont Hall	60	£9.00	£12.00	£18.00	£18.00	£18.00
Royale Room	6	£4.50	£4.50	£4.50	£4.50	£4.50
Viceroy Room	6	£6.00	£6.00	£6.00	£6.00	£6.00
Wyvern Room	2	£2.50	£2.50	£2.50	£2.50	£2.50
Omega Room	2	£2.50	£2.50	£2.50	£2.50	£2.50
Kitchen**		£3.75	£3.75	£3.75	£3.75	£3.75
Garden**	50	£6.00	£6.00	£6.00	£6.00	£6.00

LOCAL COMMUNITY GROUP (unfunded – 50% discount)

ROOM/SPACE	APPROX CAPACITY	Rate Per Hour				
		WEEKDAY (8am-4pm)	MON-THU (4pm-10pm)	FRI* (4pm-11pm)	SAT* (8am-11pm)	SUN/BH (9am-7pm)
Griffin Hall	80	£9.00	£12.00	£15.00	£15.00	£15.00
Belmont Hall	60	£6.00	£8.00	£12.00	£12.00	£12.00
Royale Room	6	£3.00	£3.00	£3.00	£3.00	£3.00
Viceroy Room	6	£4.00	£4.00	£4.00	£4.00	£4.00
Wyvern Room	2	£2.50	£2.50	£2.50	£2.50	£2.50
Omega Room	2	£2.50	£2.50	£2.50	£2.50	£2.50
Kitchen**		£2.50	£2.50	£2.50	£2.50	£2.50
Garden**	50	£4.00	£4.00	£4.00	£4.00	£4.00

HOT DESK HIRE RATES (Viceroy Room)

£8 per half day (4 hours)	£13 per day (8 hours)	£50 per week (school holidays only)
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*For bookings on Fridays and Saturdays after 7pm a surcharge of £15 per hour per booking is payable

Exclusive use of kitchen, garden and half furniture* can be arranged at an additional cost

***For access to all 10 large rectangle tables, 4 small rectangle tables and 70 chairs there is an additional fee of £50