



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

Standard Conditions of Hire for Hot Desk or Office Space

Hire Conditions:

- Hot desks are available for 4 or 8 hour time slots between the hours of 9am and 7pm. Office spaces can be hired at an hourly rate;
- Any late arrivals or late finishes will be chargeable;
- 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;
- 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. Any accidents resulting from equipment brought into the building are the responsibility of the hirer;
- 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;
- 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;
- You may hold 1-1 meetings in the hot desk room, however please be mindful of the other hot desk user when booking such meetings. Hirers are responsible for their guests at all times whilst in the building;
- Bookings are only accepted from persons over 21 years old.



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 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 Standard Conditions of Hire and agree to abide by them:

Name:

Signature:

Date:

Date of booking: