



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

## **Conditions of Hire for Regular Bookings**

With effect 1<sup>st</sup> April 2023

1. The keyholder will unlock the building at the commencement of hire for the named hirer only. They will wait for only 15 minutes from the start time. The building will remain unlocked until the end of the hire period;
2. The hirer, not being a person under 21 years of age, will be responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all “Conditions of Hire” are met;
3. The hirer, guests and all equipment should be removed from the premises, including the car park, promptly at the end of the hire period. The hire period cannot be extended or amended under any circumstances within 72 hours of the booking;
4. The keyholder 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 £40.00 will be charged to the hirer;
5. All centre equipment can only be used within the facility and must not be removed;
6. Air-conditioning units are available for heating and/or cooling. Instructions on the available functions are presented in each hall. Doors/windows must be closed if the units are in use;
7. The hirer should seek written permission prior to bringing additional sound equipment onto the premises at least 14 days before the booking. The hirer is responsible for ensuring anything transmitted through external sound equipment does not contravene our Noise Management Policy, in which case permission will be revoked. The halls have Bluetooth speakers which can be used to play music at a reasonable volume so as to not disturb the nearby residents. Instructions on how to connect are available in each hall. Please ensure advice on how to connect is completed prior to the Caretaker leaving the premises;
8. Any equipment brought into the building by the hirer must have passed relevant safety tests and be fit for purpose, including electrical appliances and bouncy castles;
9. The hirer must not do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises;



10. Any accidents resulting from equipment brought into the building are the responsibility of the hirer;
11. The hirer must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book;
12. 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;
13. The hirer must take out adequate **public liability insurance** and on demand must produce a copy of the policy schedule to Centre Management. On failure to produce evidence of cover, we will terminate the booking;
14. We will not be held responsible for data, messages, or any other that may be lost or that become misdirected because of an interruption or performance issues with our Wi-Fi service;
15. When using the free Wi-Fi service the hirer must ensure that it is not used for disseminating any unlawful material or transmitting/storing copies of material protected by copyright without permission of the owner;
16. The hirer must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children;
17. The hirer should check relevant music licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) are valid or, where appropriate, the hirer must hold such licence(s);
18. The hirer must obtain our written permission at least 14 days before the booking for the performance of live music, including drums and amplified instruments, and the playing of recorded music under the Deregulation Act 2015;
19. The hirer must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Appropriate copyright licences for films should be obtained prior to viewings. The Deregulation Act 2015 requires our written permission, at least 14 days before the booking, to show a film;
20. The hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the hirer must provide us with a copy of an up-to-date **Safeguarding Policy**, or confirm in writing that our Safeguarding Policy has been read and understood, along with evidence that the hirer has carried out relevant checks through the **Disclosure and Barring Service** (DBS). On failure to produce this required information, we will terminate the booking;



21. If selling goods on the premises, the hirer must comply with Fair Trading Laws and any code of practice used in connection with such sales;
22. It is the hirers responsibility to comply with current Food Hygiene rules and regulations. Any outside caterer contracted by the hirer, must also comply with current regulations;
23. 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. Please provide a copy of any **risk assessments** undertaken to Centre Management;
24. Hirers who use any liquids substances, must check with Centre Management first and provide the relevant COSHH sheets. This includes cleaning products etc. Cleaning equipment is available to enable sufficient cleaning at the end of the hire period;
25. Only white tac can be used to adhere anything to the walls, furniture, blinds etc. and only biodegradable confetti can be used;
26. Access is 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. There is also a dishwasher available should any of the crockery/cutlery be used during the hire period. Please load items in the dishwasher as per the instructions and do not turn on. Any equipment found to be missing at the end of the hire period will be charged to the hirer;
27. The hirer must not make any alterations or additions to the premises, nor install or attach any permanent fixtures in any way to any part of the premises without our prior written approval. At our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless the hirer removes them, and makes good, to our satisfaction, any damage caused to the premises by such removal;
28. 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;
29. Any rubbish should be placed in the bins provided. The hirer is responsible for removing and disposing of any additional rubbish bags. The hirer is liable for the costs of additional bin collections should this not be adhered to;
30. The Evacuation Procedure, along with an emergency exit floorplan, is included in this document. This information is also displayed in the building. The hirer must familiarise themselves with this information and ensure that the fire procedures are also communicated to their guests;
31. It is illegal to smoke inside the building, therefore if guests smoke 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;



32. The capacity in hired rooms must not exceed the maximum capacity under any circumstances. The booking will be terminated without notice or refunds issued for the remaining hired hours if this is not adhered to;
33. The front door locks automatically when closed. Please keep this door closed at all times. This ensures the safety of everyone inside the community centre. When allowing access to the public attending the booking the hirer must ensure the door is opened by a member of the group and is not reliant on other parties, including the Caretakers;
34. An emergency contact number will be provided. They are also displayed in the building. We suggest the contact numbers are saved in the hirers phone should an evacuation be necessary;
35. The hirer shall ensure compliance with all legislation, orders and regulations, in particular, that relating to music and the sale and supply of alcohol;
36. The hirer must not use the premises (including the car park) for any purpose other than that described;
37. There are a limited number of spaces (20) in the car park. The hirer is asked to encourage car sharing and double parking, where possible. If the hirer and their guests need to park elsewhere do so on hard standing areas so as to not damage the grass verges and please be considerate of our neighbours, not blocking driveways/access;
38. There is a free bus service that serves the Lyons Community Centre. It is recommended that this option is explored by hirers to avoid any parking complications. The timetable can be found at: <https://casetrust.org.uk/wp-content/uploads/2022/12/230103-230-Timetable-1.png>;
39. 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 refunds issued for the remaining hired hours;
40. Hirers and their guests must not cause annoyance or nuisance to local residents/adjoining occupiers/other users of the community centre/staff etc specifically, but not limited to, by playing unreasonably loud music or on leaving the premises;
41. The hirer is responsible for the actions of their guests at all times whilst on the premises. The hirer must not allow the consumption of alcohol without our written permission at least 14 days before the booking. Centre Management do not endorse the consumption of alcohol if children are present, or if guests are driving, so this is at the hirers discretion;
42. We operate a zero tolerance policy and will not tolerate abusive or threatening behaviour;
43. Hygiene stations are available on entering the building. Soap and hand dryers are also provided to enable guests to clean hands often, for 20 seconds. Respect and be considerate of those who are more vulnerable or wishing to take a more cautious approach;



44. Children must be supervised by responsible adults at all times during the course of any booking. Children under 5 years old are not be allowed in the kitchen at any time;
45. With the exception of assistance dogs, no animals will be allowed on the premises, unless agreed by Centre Management;
46. No fireworks or bonfires are allowed. Candles, other than on a birthday cake, are not permitted at any time. No gas appliances are allowed inside the building. No hazardous liquid substances or combustible materials should be brought into the building. No smoke machines or any other equipment that may affect the sensors are allowed;
47. 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;
48. The hirer must not carry out or permit fly posting or any other form of unauthorised advertisements;
49. The premises shall be used for community purposes only and shall not be sub-let or used as the hirer's postal address;
50. Permission is only granted for use of the premises and confers no tenancy or other right of occupation by the hirer;
51. Approval for the use of the centre premises by political parties shall be determined by the nature of the occasion;
52. Centre Management reserves the right to terminate the booking if the hirer breaks any of the "Conditions of Hire" without notice or refunds issued for the remaining hired hours;
53. A refund of the deposit is at the discretion of Centre Management. Deposits will not be returned if the hirers or their guests behaviour is considered unreasonable and/or if any other "Conditions of Hire" are not adhered to;
54. Any deposit deductions as a result of a breach of the "Conditions of Hire" will be taken from the deposit, prior to the deposit refund being given. An admin charge is also payable for each condition not adhered to;
55. If, after the deposit has been returned, there is a breach of the "Conditions of Hire" a charge will be made to the hirer, which is payable within 28 days of the booking;
56. We are proud of our community facility and so ask that all guests remain respectful at all times.



## **Evacuation Procedure**

In the event of an emergency requiring the building to be evacuated, the following procedure should be followed.

- **If you discover or suspect a fire,**
  - Raise the alarm **IMMEDIATELY** by activating the nearest “break-glass” call point, located at exit doors and along escape routes.
  - Head directly using your nearest exit indicated by the white and green “running man” fire exit signs and to the Fire Assembly point, which is located in the circular seating area within the Children’s Play Area opposite the Lyons Community Centre.
  - Call 999 to ensure they have been informed of the incident.
- **If you hear the fire alarm (which is a continuous sounder),**
  - You should **IMMEDIATELY** leave the building by the nearest exit, indicated by the white and green “running man” fire exit signs. The exits in the hall are operated by pushing the bar. The front door will be released, but manual operation of the handle is required.
  - Head directly to the Fire Assembly point which is located in the circular seating area within the Children’s Play Area opposite the Lyons Community Centre. Please keep all areas clear to allow the emergency services to access the building should this be necessary.

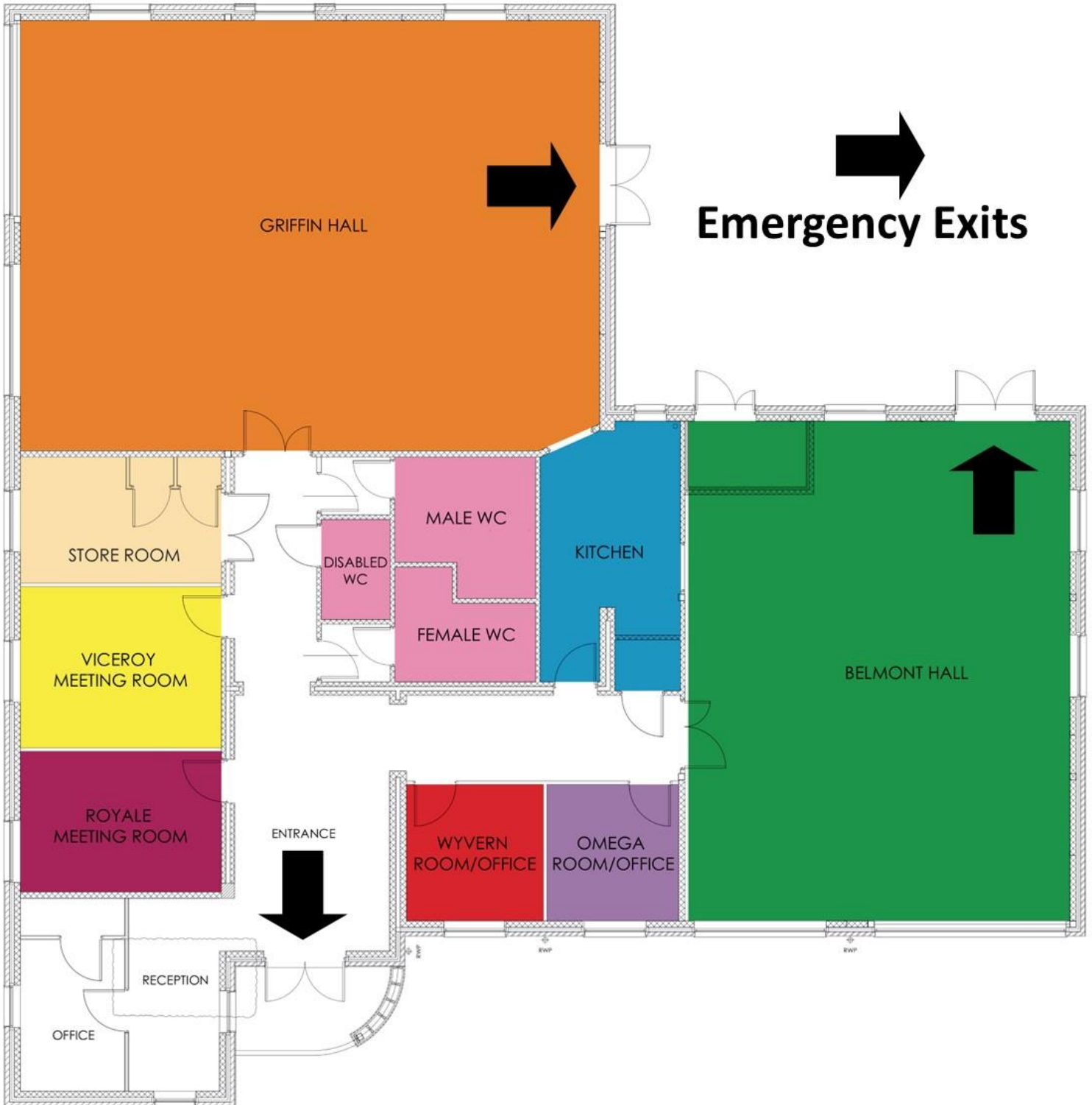
**YOU MUST NOT STOP TO COLLECT ANYTHING, AND MUST NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY AN AUTHORISED PERSON ie: Fire Officer or Centre Management.**

There may be occasions when the building has to be evacuated for a non-fire event. This may be signalled either by the fire alarm, or by some other means. The above procedure should be followed, ensuring all personnel are aware of the need to evacuate.

**NEVER ENTER A BUILDING IF YOU CAN HEAR THE FIRE ALARM,** unless told that it is safe to do so by Centre Management.

- Fire exits must not be obstructed at any time. Internal fire doors must be kept closed and not propped open;
- It is your responsibility to familiarise yourself with the location of the fire exits, fire points, assembly points and first aid kit. You should also make a note of which day a weekly fire alarm test will occur;
- Please ensure that any visitors on site know where the fire exits are, and that you escort those less able to the assembly points during an evacuation;
- You should not attempt to tackle a fire unless escape routes are blocked and your life depends on it. Remember, the building and its contents can be replaced – **YOU CANNOT.**







I have read and understood "Conditions of Hire" and agree to abide by them:

Regular booking name: .....

Full name: .....

Signature: .....

Date: .....