

## **RULES AND CONDITIONS OF HIRE**

### **HIRING**

1. The Management reserves the right to refuse any application for the hire of the rooms and to refuse admission to any person or persons.
2. The hirer shall not have access to the **room(s) until the time shown** on the booking confirmation and should **vacate the rooms by the time stated**.
3. The hirer is responsible for including setting up and clear away time within their booking. **Any additional time used will be charged at the advertised business rate**. Remember an hours booking is actually 50 minutes hire with 5 minutes either side for setting up / clearing away
4. Should unforeseen circumstances render the Centre unavailable, the Management shall be entitled, on giving as much notice as possible, to cancel any hiring previously made. In such cases, the hirer shall have the option of engaging the rooms on some other day to be agreed by the Management or have returned to them any payments made to the Management in respect of the hiring.
5. **Termination / Cancellations: Cancellation of a 'one off' / Adhoc booking will be charged if the room is used or not. User Groups with repeat/ regular bookings that wish to cancel on a one off occasion or to terminate the whole booking; must give a notice period of 4 weeks, in writing to the centre manager.**
6. The management reserve the right to cancel or end a regular booking. If the group leader cancels a regular booking due to illness, extreme weather conditions etc without a one months notice period, the booking will still be charged.
7. The hirer may use furniture with consent of the management. **Setting up and clearing away of furniture is the responsibility of the hirer.**
8. Centre management are able to conduct fire drills **without prior consent** of the hirer. All groups will be expected to take part.
9. The hirer is responsible for ensuring all group participants leave the hired space / room at the end of the booking period.
10. Any fixture, fitting or furniture that is damaged during a hire period must be brought to the attention of the centre manager immediately. Depending on the nature of the damage, the centre reserves the right to charge the user group for the cost of replacement or repair.
11. Payments for regular / adhoc bookings **must** be paid on time as per user group agreement. Failure to make regular payments **WILL** result in termination of booking and legal action taken.
12. In accordance with GDPR, the hirer must give their consent to provide the centre with personal contact details where necessary. These details are not used for any other purpose other than booking details.

### **THE BUILDING**

1. No furniture, furnishings or equipment shall be moved from the rooms except by prior arrangement.
2. The kitchen, if hired, will be staffed by the hirer at their expense and must be left in a clean and tidy condition after use.
3. The hirer shall leave the room and the furniture, fixtures, fittings and equipment in **clean and good order**.
4. No electrical fittings or equipment in any part of the building shall be removed without the prior consent of the Management; neither must any additional electrical equipment be installed without the consent of the Management.
5. The hirer shall not exhibit bills, posters, advertisements, photographs or leaflets in the Centre except with the consent of the Management, and then only on boards and in positions indicated.
6. Children under 7 are not permitted to be in the kitchen – **NO EXCEPTIONS**. Children aged between 7 and 16 allowed to use the kitchen with suitable adult supervision.
7. The cooker may only be used when the building is manned by a member of Lyppard Hub staff. Key holders are **not permitted** to use the cooker.
8. Key holders are only granted permission to access the building as per time stated on their booking form. Entry to the building at any other time will result in termination of booking.

### **SUPERVISION AND SAFETY**

1. At all times, the hirer shall ensure that there shall be adequate adult supervision for the number of persons attending the group for which the room is hired. The hirer shall ensure that fire procedures are followed and that attendees of the group are aware of the evacuation procedure and congregation point in the event of a fire or fire test.
2. The hirer shall be responsible for keeping attendance register for the group to be used in the event of a roll call being needed.
3. In accordance with legislation, no smoking is permitted anywhere within the premises This includes the use of e cigarettes and vaping.
4. The hirer shall be responsible for excluding uninvited guests.
5. The hirer is responsible for the management of all Health and Safety aspects (including risk assessments) for their activities. (Hirers must supply a copy of their risk assessments on request)
6. The hirer shall conduct the activities in the rooms hired so as not to interfere with other users of the Centre.
7. The hirer shall ensure that:
  - i. Fire exits and fire extinguishers are free from obstruction at all times during the hire period. (one square meter surrounding the door)
  - ii. All corridors and escape routes intended for exit in emergency are kept entirely free from obstructions at all times.
8. The hirer shall not allow any explosives, flammable substances or highly flammable articles to be brought into any part of the Centre.
9. The hirer shall ensure that any scenery, draperies and decorations shall be in fire resistant material or be rendered and maintained inherently fire resistant.
10. If cooking or using the kitchen for food preparation the hirer shall observe all food hygiene legislation. The kitchen must also be left clean and tidy after use.
11. The hirer shall ensure that the limits on the number of people permitted by law to attend the Centre are not exceeded. These limits will be notified to the hirer upon request. The hirer shall inform the Manager of any damage to any equipment or hazards they see or cause.
12. At all times during which the Centre is used for performances in Hall 1 and 2 or entertainment where the audience is seated, the hirer shall ensure that all passages or gangways are not less than 3ft 6ins wide and are leading directly to the exit doors. Ensuring a safe fire exit route.
13. Representatives of the Management and Police Officers on duty shall have free access to the rooms during the hiring and the hirer shall comply with any reasonable directions given by them.
14. If a hirer wishes to use any form of electrical equipment that needs to be plugged into the electrical sockets, they must ensure the equipment has a current PAT test label. **Items that do not display this label may be removed.**

### **LIQUOR**

1. No intoxicants shall be sold to or be consumed by members of the public in the Centre during any hiring without prior consent of the Management and in any event only in accordance with current licensing laws.

### **LIABILITY**

1. Whilst the Management will take every reasonable precaution to safeguard property and money left by hirers in the Centre, they cannot accept liability in the event of theft of property or money from the Centre or damage to it. Groups and individuals hiring the Centre should make their own arrangements for adequate insurance cover.
2. Hirers shall indemnify the Management Committee against any claims for injury to persons or loss or damage to property arising out of the activities of the hirer. All hirers are required to have Public Liability Insurance of no less than £2,000,000.  
*(Updated August 2025)*