



## Lawford Parish Community Hub Terms and Conditions of Hire including Fire Procedure Information

### **TERMS and CONDITIONS OF HIRE** – Adopted Monday 21 July 2025

1. All persons wishing to apply for hire of the rooms in Lawford Parish Community Hub must sign and return the booking form.
2. The hirer shall be the person by whom the hiring form is signed and must be aged 18 years or over and must be present as the responsible person.
3. Upon confirmation of single hire bookings, a full hire charge will be required **4 weeks** in advance. Failure to comply will be deemed to forfeit the hire of the room.
4. All bookings shall be accepted at the discretion of Lawford Parish Council (a booking form shall be deemed as a block booking if it requires the hire of a room on regular occasions and on a regular basis). Hirers shall not alter the terms of their arranged hiring without the written approval of Lawford Parish Council.
5. The acceptance or otherwise of an application for hire shall be notified to the applicant in writing.
6. All bookings accepted and confirmed in writing by the Parish Council shall be honoured except:
  - a. Where an alternative date is agreed between the Parish Council and the hirer
  - b. Where that part of the building is required for statutory purposes (Local/National elections, National/Local emergencies). The Parish Council may also require other specific occasions under a block booking arrangement to be modified or cancelled if they consider such alterations to be in the best interests of the Council, providing that adequate notice is given to the hirer as below.
  - c. Hire charges will be owed to Lawford Parish Council where less than 28 days' notice is given as follows:

Period of notice given	% of charges owed
4 weeks or more	0%
3-4 weeks	25%
2-3 weeks	50%
1-2 weeks	75%
Less than 1 week	100%

- d. Where due to circumstances beyond the reasonable control of the Parish Council, the building or part thereof is rendered unfit for the use for which it has been hired.



7. In the event of a cancellation of the booking under 7 a,b,c,d above, the hirer shall be entitled to a full refund of deposit or any other hire charge previously paid by the hirer in respect of that hire. The parish council shall not be liable to the hirer for any resulting loss whatsoever.
8. During the period of hire and preparatory or cleaning periods associated with any hire, the hirer shall:
  - a. Be responsible for the supervision of the hired accommodation and those parts of the building used in connection with the hire and for any damage, however slight, to the fabric and/or contents of the buildings or grounds resulting from the hire. The hirer shall indemnify the parish council for the cost of repair of any damage done to any part of the property including the fixtures and fittings or contents of the building or as a result of the hiring.
  - b. Be responsible for the supervision and behaviour of all persons attending the premises for the purpose of hire and for the observance of any regulations stipulated by the Fire Authority, Local Authority, Licensing Justices or otherwise, that are applicable to the hire of the premises.
  - c. Be responsible for leaving the premises and surroundings in a reasonably clean and tidy condition at the conclusion of the hire period. **All waste materials must be removed at the end of the function from the site.**
  - d. Be responsible for vacating the hired accommodation by the agreed termination time.
  - e. Notify the parish council at the time of application of the type and nature of the event and not alter this without prior approval of the parish council.
  - f. Not sub-let the premises nor allow premises to be used for any unlawful purposes or in any unlawful way.
  - g. Not allowing anything to be brought onto the premises, which may endanger the premises or any user or violate the parish council's insurance policy in respect thereof.
  - h. Ensure all portable appliances i.e. kettle, additional lighting, etc. be PAT tested, and certification thereof provided if requested.
  - i. Not to permit any intoxicating liquor to be sold whilst on the premises.
  - j. Not allow dogs (other than working guide dogs) or other animals to be brought onto the premises unless agreed in advance in writing by the trustees.
  - k. Not fix or allow to be fixed, any structure or fitting to the fabric of the building or dismantle or disarrange any fixtures, fittings or contents without approval, conditional or otherwise, of the caretaker or other person authorised to approve such actions.
  - l. Not to provide or allow being provided, any form of refreshment, alcoholic or otherwise, unless previously agreed in advance with the parish council.
  - m. No lanterns to be lit and set off within the grounds of the centre.
  - n. No sticky tape, blu-tac or pins to be attached to the walls.



- o. Not to permit charging e-bikes or mobility scooters at the premises
  - p. Make any arrangements for any disabled people who may be attending your event /activity.
  - q. No cooking or preparation of food to take place at the premises.
- 9. The hirer and/or responsible persons must explain to the attendees, the fire and safety evacuation procedure attached to this document.
- 10. The hirer shall ensure there is no smoking on the premises.
- 11. Hirers failing to comply with these rules render themselves liable to being refused a subsequent booking occasion or the cancellation of a previously booked function.
- 12. The hirer shall be responsible for making arrangements to insure against any third-party claims which may be made against their organisation whilst using the premises. The parish council is insured against any claims arising out of its own negligence.

### **Emergency Plan for Hirers of the Hub**

As the responsible person for the event / function you have legal duties regarding the safety of those persons assisting with or attending the event.

Before the event or function, you should be aware of the following and our Fire Action Plan Procedure which is below

- The contents of the Fire Procedures Notice displayed in the room and attached below.
- What fire protection systems are present and their location in the room.
- How a fire will be detected.
- How people will be warned if there is a fire.
- What staff/attendees should do if they discover a fire.
- How the evacuation should be carried out and arrangements for those particularly at risk such as disabled persons and children.
- Identification of escape routes and exits.
- Arrangements for fighting fire.
- How the fire and rescue service will be called.
- Checking that all escape routes are clear of obstructions and combustibles.

At the start and during the event or function you should ensure that:

- Those present are notified of the location of exits and escape routes and the contents of the Fire Procedure Notice.
- Escape routes and exits do not become blocked.
- No naked flames are started, including candles.
- Rooms do not become overcrowded and when setting out chairs and tables adequate room is left for safe and easy means of escape.



## FIRE ACTION PLAN PROCEDURE

# EMERGENCY FIRE ACTION PLAN PROCEDURE for Lawford Parish Community Hub

## ON DISCOVERING A FIRE

1. Sound the alarm by operating the nearest fire alarm call point.
2. Leave the building by the nearest exit.
3. Assist anyone who needs help to leave.
4. Close all doors behind you.
5. Call 999 and request the Fire Service.
6. Do not stop to collect personal belongings.
7. Report to the Assembly Point which is **at the far end of the car park beside the coach park.**
8. Do not re-enter the building until authorised to do so.

## ON HEARING THE FIRE ALARM

1. Leave the building by the nearest fire exit.
2. Assist anyone who needs help to leave.
3. Close all doors behind you.
4. Do not stop to collect personal belongings.
5. Report to the Assembly Point which is at **the far end of the car park beside the coach park.**
6. Do not re-enter the building until authorised to do so.

## FIGHTING A FIRE

Only attempt to fight a fire if:

- you are competent to use the equipment provided;
- there is no risk to your own safety;
- your escape route is clear; and
- the fire is small.

## "Fire Action" Notices



'Fire Action' notices are displayed throughout the building. These notices outline the action to be taken in the event of a fire.

Please familiarise yourself with these fire action notices.

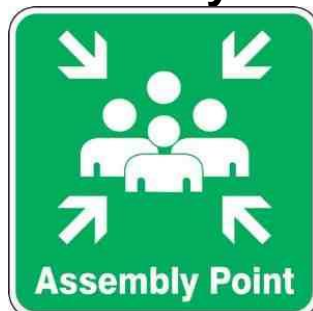
Also familiarise yourself with the escape routes and fire exits from the building.

## Fire Alarm "Manual" Call Point



Fire alarm manual call points are situated at final exits. Please familiarise yourself with their location.

## Assembly Point



The assembly point is displayed on all "Fire Action" notices. It is at the far end of the car park beside the Coach Park.

Please familiarise yourself with this location