



Tel: 0151 691 1595

## LEASOWE COMMUNITY CENTRE TRUST

TWICKENHAM DRIVE, LEASOWE, WIRRAL. CH46 1PF

REGISTERED CHARITY NUMBER 1214971

### Room Hire Agreement

<b>Name of Hirer</b>	
<b>Group Name</b>	
<b>Address of hirer</b>	
<b>Telephone Number</b>	
<b>Contact email</b>	
<b>Hire Dates</b>	
<b>Times Required</b>	From _____ to _____
<b>Location of Room Hired</b>	
<b>Main activity of Hire</b>	
<b>Agreed room hire costs</b>	£ _____ per hour £ _____ per session Total hire cost
<b>Comments</b>	

## Additional Information.

1. Leasowe Community Centre Trust does not provide insurance cover for the hire of rooms within the Community Centre.
2. The community centre does hold a current 3<sup>rd</sup> party employers liability insurance policy for the building.
3. It is the responsibility of the hirer to insure the activity they are carrying out during your hire period. This should include the activities and/or equipment you provide whilst on site.
4. You may be required to provide details of your own insurance policy where applicable.
5. Hirers must be over 18 years of age before a Booking can be accepted.
6. The Hirer must be the person named on the Booking Form and shall be solely responsible for any damage to the property of the Board of Trustees.
7. The cost of any damages for which the Hirer is held responsible will be taken out of any deposits that have been paid. Any additional amounts required to pay for damage will be sought from the Hirer.
8. The Board of Trustees reserve the right to carry out any repairs arising out of this at the cost of the Hirer.
9. The Hirer must leave the Community Centre in good order. The term 'good order' shall mean that the fabric of the premises and the arrangement and condition of furniture, fittings and equipment shall be as they were found prior to the period of hire.
10. No alcohol can be sold in the Community Centre without the appropriate license. The license must be shown to the Board of Trustees at least three days before the date of the booking and must be displayed during the period of hire.
11. Anybody found intoxicated or found to be using illegal substances or found to be acting in a disorderly manner will be asked to leave the Community Centre.
12. It is the responsibility of the User Group or Event Organiser to arrange the appropriate license for the hire period.
13. While you are hiring the Community Centre you must not interfere with any fittings or put up new ones unless the Board of Trustees have agreed to it. Equally, no notices or decorations will be displayed or hung in or outside the Community Centre unless agreed with the Board of Trustees.
14. Payment of all hire charges should be made in advance of the booking taking place.
15. Failure to pay the hire charge in advance may mean that your booking will be cancelled.
16. Any undue hardship regarding payment should be discussed with the staff at the centre.

# Fire Precautions Procedures

## On discovery or suspicion of fire

1. Raise the alarm
2. Evacuate the premises immediately
- 3. Call the fire brigade on 999**

## On Hearing the alarm

1. Evacuate the premises by the nearest available route (only use the route into the play area if no other route is available. assemble far right corner
2. Children should be supervised at the assembly point at the front of the building.
3. A roll call should be taken to ensure that all persons are accounted for.
4. All roller shutters must be locked in the open position when the building is in use.
5. Do not block any fire exit in any way. Fire exits are for emergencies  
ONLY – keep closed at all times

## First Aid Procedures

- ***The first aid kit is situated in the kitchenette area, to call an ambulance dial 999.***

## Security Procedures

***If you are having or anticipating any security problems please phone any of the numbers below***

• Centre manager	07760-422697
• Police	0151 709 6010
• Community patrol daytime	0151 666 5265

## Locking up procedures

- Before setting alarm

Check that the building is empty and that all doors and windows are closed and locked. All lights and taps are off.

Set the alarm using your code (enter code a)

Leave the building by locking the hall door, then lock the main doors at front of building. Finally close the shutter fully.

I have read and understand the above procedures and been issued a copy for future use.

**Print Name:** \_\_\_\_\_

**Signature** .....

**Date** ...../...../.....

**Name of group**.....

## Key Holder Agreement

***As a key holder for Leasowe Community Centre Trust:***

I (name)..... Agree to ensure that:

That the centre will be left in a clean and tidy condition and all rubbish placed in the bins.

The centre will only be used by myself and my group

It is **not permitted** that any keys will be copied or given to anyone else other than the person named on the hire agreement.

That all procedures have been completed before leaving the centre.

In the event of the community centre incurring a call out charge for community patrol, or centre manager (out of hours) due to key holder error this amount will be reclaimed from the key holder concerned. This will be a minimum of a £25 surcharge

**IT IS THE RESPONSIBILITY OF EACH USER TO ENSURE THE SAFETY OF THE BUILDING DURING YOUR SESSION.**

**Signature.....**

**Print Name .....**

**Date...../...../.....**