



# Lakeside Centre Occasional Lets

Letting Agreement: Occasional Lets

(Including Terms and Conditions)

Contract entered into and between  
Lakeside Centre  
&

Organisation:

Times of use:

Hired premises:

Details of use:

Date:

Agreement no: [1]



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Thank you for using the Lakeside Centre facilities at Lakeside Church (“the Church”), we hope your event/group is a success and that you find the venue comfortable and appropriate to your needs.

Please help us by noting the following requests and leaving all of the facilities as you found them. The heating is on a timer and will be set at an appropriate time. We have many users of the centre and non-compliance will have a knock-on effect to other users and can be disruptive. If you notice anything that is unsatisfactory please contact our Letting Co-coordinator as shown below.

## Centre Premises Conditions of Letting

(If the Hirer is in any doubt as to the meaning of any the following, the Lettings coordinator should be consulted)

For the purposes of these conditions, the term Hirer shall mean an individual Hirer or, where the Hirer is an organization or group, the authorized representative.

### 1.Age

Person responsible for the hire should not be younger than 18 years of age

### 2.Use

The Hirer shall not use the hired premises for any purpose other than that originally intended. The Hirer shall only be entitled to use the hired premises, the access routes in the Centre to and from the hired premises and the toilets in the Centre. The Hirer shall not make alterations to the hired premises or the Centre without the approval of the letting coordinator. The Hirer shall not sub-let or use the hired premises or allow the hired premises to be used for any unlawful purpose or in any unlawful way or in any way that could be deemed to bring Lakeside Centre into disrepute. The Hirer shall not do anything or bring onto the Centre anything that may endanger the Church, or render invalid any insurance policies.

### 3.Supervision

The Hirer will, during the period of hiring, be responsible for the hired premises, the fabric and the contents; their care, safety from damage (however slight); or alteration of any sort and the behavior of all persons using the hired premises whatever their capacity. In the event of any damage to the hired premises or the communal access routes and toilets by the Hirer the Hirer shall if required by Lakeside Centre make this damage good.

### 4.Child Protection

Any group or individual using the hired premises for children’s activities (child –is defined as anyone under the age of 18) should abide by their own child protection or safeguarding policy and a copy of this must be provided to the letting coordinator. If the Hirer does not have their own policy they shall by default comply with the child protection and safeguarding policy of Lakeside Methodist Church (which will be provided on request). Safeguarding form E (provided by the centre) must be completed for all groups with children included before access to the hired premises.



# Lakeside Centre Occasional Lets

## 5. Alcohol

No alcohol or other intoxicating substance shall be supplied, sold or used on the hired premises.

## 6. No Smoking

Smoking is not permitted anywhere on the hired premises.

## 7. Public Safety

The Hirer shall comply with all conditions and regulations made in respect of the hired premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise. The Hirer shall also comply with any regulations relating to the use of the Centre issued by Lakeside Methodist Church from time to time.

## 8. Health & Hygiene

If the Hirer is preparing, serving or selling food, they shall observe all relevant food health and hygiene legislation and regulations.

## 9. Insurance and Indemnity

The Hirer is responsible for providing insurance cover for themselves, their users and their equipment and any other items they bring on to the Church. They should have their own Public Liability Insurance Cover (for use of the buildings) and Professional Indemnity Insurance (for specific activities). The Hirer shall indemnify Lakeside Centre for the cost of repair of any damage done to any part of the Church (or the contents of the Church) that may be caused by the Hirer or in consequence of any breach of the terms of this agreement by the Hirer. In the event of damage being covered by insurance, the Hirer shall still be responsible for the excess payment as stipulated at the time of the claim. The Hirer shall provide a copy of their insurance confirmation note/letter at each renewal period.

If the Hirer is not already insured, the Hirer shall be responsible for making arrangements to insure against any third-party claims which may lie against the Hirer whilst using the hired premises.

Lakeside Centre is insured against claims arising out of its own negligence.

## 10. Accidents, Damage and Dangerous Circumstances

The Hirer must report all accidents involving injury to the public to the Lettings coordinator as soon as possible. Lakeside Centre has an obligation to their insurers to report any potential claim for liability as soon as possible. This will not be considered an admission of liability. Lakeside Methodist Churches insurers will deal with all claims for liability, and involve the third party's insurers as necessary. Any damage or loss caused or discovered must be reported to the Lettings coordinator as soon as possible. Any failure of equipment either that belonging to Lakeside Centre or brought on to the Church by the Hirer must also be reported as soon as possible.

## 11. End of Hire

The Hirer shall be responsible for leaving the hired premises and surrounding area in a clean and tidy condition properly locked and secure and with all lights switched off, unless directed otherwise by the Lettings coordinator. Any contents temporarily removed from their usual positions shall be properly replaced. All equipment must be stored safely within agreed areas. The Hirer shall ensure that the floors of



# Lakeside Centre Occasional Lets

the Hired Premises are left clean and dry and that if they have used the toilet facilities they are left in a reasonable condition.

## 12. Cancellation and Termination

Lakeside Methodist Church reserves the right to cancel the booking for any particular week or weeks in the event of any part of the hired premises being required for their use. The Church endeavors to give as much notice to the Hirer as possible. The Hirer shall not be required to pay the hire fee for the cancelled period when the use is cancelled in this way.

If the Hirer fails to perform any of the terms of these conditions, Lakeside Centre reserves the right to terminate this arrangement at any time afterwards by written notice to the Hirer.

## 13. Unfit for Use

If the hired premises, any part of the hired premises or any of the necessary access routes and/or communal facilities are unfit for use, Lakeside Centre shall be entitled to suspend this arrangement and shall not be liable to the Hirer for any resulting loss or damage whatsoever. The Hirer shall not be required to pay the hire fee for the suspended period when the use is suspended in this way.

## 14. Animals

The Hirer shall ensure that no animals (including birds), except guide dogs, service dogs, or assistant dogs, are brought onto the Church, other than for an event agreed by the Lettings coordinator. No animals whatsoever are allowed in the kitchen at any time.

## 15. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorized advertisements for any event taking place on the hired premises, and shall indemnify Lakeside Centre accordingly against all action, claims and proceedings arising from any breach of this condition.

## 17. Sale of Goods

If the Hirer is selling goods on the hired premises they shall comply with Fair Trading Laws and any code of practice used in conjunction with such sales.

## 18. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure from the Church.

## 19. Equipment

Any electrical equipment being brought onto the hired premises must have an up-to-date PAT test. The copyright of any material broadcast (both audio and visual) remains the responsibility of the Hirer, and the Hirer should ensure that all appropriate licenses have been obtained. Any repercussions after the event regarding copyright are entirely the responsibility of the Hirer.

## 20. Payments

Cheques should be made payable to "Lakeside Methodist Centre Management Committee" or by bank transfer, details of account to be given on request. Deposit is payable at time of booking and balance



# Lakeside Centre Occasional Lets

payable on date of hire.

## 21. Parking

The driveway area is to be vacated at the end of the hire period. The Hirer shall ensure that the entrances to the Church are kept clear at all times. Should the driveway area be full then cars must park in the public car park next to the Church.

## 22. Signatures

Please sign and return to the Lettings coordinator the attached agreement, signifying your agreement to, and understanding of, the above conditions.

Start date of agreement:

Applied hire rate:

To: Lakeside Centre I/We:

have read, understand and agree to the Conditions of Letting Signed:

Name (in block capitals):

Name and Address of Organization:

Date:

Period of hire:

For, and on behalf of Lakeside Centre Letting coordinator: Signed:

Property Steward: Signed



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