

Landport Community Hub (LCH) Hire Conditions

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It is a condition of booking that Hirers understand and accept the following Hire Conditions:

BOOKING & DEPOSIT

Bookings are subject to approval following receipt of a completed booking form. Provisional bookings will be held for 7 days and may then be released without notice unless discussed and otherwise agreed in writing with Wendy Baker on 07852 390748 or Debbie Twitchen via debbie.twitchen@gmail.com.

PAYMENT OF FEES

For single events payment is due no later than 4 weeks prior to the event date, unless otherwise agreed in writing with LCH at the time of booking. Agreed exceptions to this rule will normally be fundraising, charity or community events. Regular Hirers may be invoiced in arrears by agreement. Payment is due immediately upon receipt of the invoice. Payment should be made via bank transfer, to

Landport Community Hub (Lloyds Bank) Sort Code 30-98-90 Account number 16038560

If you have no other payment method than a cheque please make payable to Landport Community Hub and send by post to Landport Community Hub c/o 12 Dorset Road, Lewes, East Sussex BN7 1TH so that arrangements can be made for the cheque to be paid in.

Please quote the invoice number when making a bank transfer or write on the reverse of the cheque.
Hirers with accounts more than 2 months in arrears may have any further bookings suspended until the account is settled. In such circumstances future bookings may be accepted with prepayment only by agreement.

For regular bookings i.e. weekly classes etc hirers will be expected to set up a regular at the end of each calendar month. If no regular payment is received an invoice will be sent and payment is required within 7 days of issue of the invoice in this case.

CANCELLATIONS

Deposits are non-refundable and cancellations made by the Hirer with less than four weeks' notice may incur the full hiring fee; please remember in the case in the case of any difficulty to contact Wendy Baker on 07852 390748 or Debbie Twitchen via debbie.twitchen@gmail.com.

UNDERAGE HIRE

Any Hirer under the age of 18 or Hirers catering for an underage audience will be required to provide adult chaperones for their booking. For events or rehearsals an adult guarantor will be required to secure the booking and provide supervision as deemed necessary by LCH and agreed beforehand in writing.

Supervisors must be present throughout the entire hire period and must not be engaged in any other duties which prevent them exercising general supervision. In the case of events intended for children under the age of 16 at least three stewards per 50 attendees or part thereof must be provided. Details of these persons will be required in advance of the booked date, and it is the responsibility of the Hirer to make sure that they are appropriate persons to be taking on this task. the Hirers are responsible for satisfying themselves on all Health and Safety requirements and conducting their own risk assessments.

'GET IN' & 'GET OUT'

Hirers are responsible for setting up the venue to their requirements and returning the venue to the state in which it was found at the end of each day of hire. This includes setting out and replacing seating/tables as required. The beginning and end times stated on the booking form must fully cover the time required for set up and clear up. If the hire period overruns, the Hirer will be charged for the additional time.

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CURFEW

Events must usually end by 10pm, Sunday to Thursday and 11pm on Friday and Saturday, with a quiet 'get out' time of up to one hour to follow if required. After 10pm Sunday to Thursday and 11pm Friday and Saturday all noise must be kept to a minimum and all music switched off or live performance finished. Any questions can be discussed with Wendy Baker or Debbie Twitchen at the time of booking, but no extension to these times will be possible. The Venue is in a residential area and restrictions to minimise noise must be respected.

STAFFING

Hirers are required to provide their own staff, stewards and/or technical support. To comply with our Licence Conditions a minimum of 1 steward for every 100 adult persons must be provided. Appointed stewards must not be less than 18 years of age. The Hirer and their appointed staff will be responsible for maintaining good order during events. This will extend to monitoring behaviour and noise levels within the grounds of the venue if relevant. Stewards should be easily identifiable. One steward should be located inside the main hall by the front door to prevent attendees from entering the remainder of the building. It is the Hirer's responsibility to ensure that stewards are appropriate people to carry out their duties.

HEALTH & FIRE SAFETY

LCH must have access to the premises at all times. Hirers should contact Wendy Baker on 07852 390748 or Debbie Twitchen via debbie.twitchen@gmail.com in the case of an emergency; if it is known they are both not available an alternate contact will be provided. The hirer needs to make sure they have access to a mobile phone.

The Hirer must maintain observance of all health and fire safety procedures and prevent overcrowding or the obstruction of internal/external walkways and disabled access. Hirers must allow for time at the start of the hire period to review health and safety procedures with LCH if required to make sure they are fully aware of these. Hirers are responsible for safety procedures.

Any potential hazard or safety concern must be immediately brought to the attention of the LCH.

FIRST AID

There are First Aid Boxes available in the small kitchenette near the front door to the venue and a defibrillator in the cupboard immediately behind the small kitchenette. There is an additional First Aid box in the Sparrow Room. Any problems with access to these please call Wendy Baker on 07852 390748 or an alternative mobile number that will have been given to you if Wendy is away at the time of your event. An Accident Report Form must be filled in by the Hirer as soon as possible following any incident and returned to LCH. Forms are located in the First Aid Boxes. You must inform LCH if any accident/incident happens in the premises.

In the event of a medical emergency please call 999.

EMERGENCY PROCEDURES

In the event of an emergency the Hirer shall assume control of the emergency. He/she shall:

- a. Alert people to the emergency as appropriate especially if no alarm has already sounded;
- b. You as the Hirer must clear the building as quickly as possible, in an orderly manner, using all available emergency exits;
- c. Telephone 999 and report the emergency to the appropriate service;

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- d. The Hirer must, to the extent that this is compatible with personal safety, check toilets and all rooms hired to ensure there is no person left in the building. The Hirer shall then leave the building;
- e. Allow no persons to enter the toilets after any alarm has been sounded;
- f. The Hirer should ensure no unauthorised person enters the building until approval has been given by the Fire Brigade, or Police as appropriate;
- g. Inform LCH of the incident by contacting Wendy Baker on 07852 390748 or Debbie Twitchen via debbie.twitchen@gmail.com

The emergency meeting point is located on Landport Road.

A note of attendees must be kept by the hirer in case the emergency services require a record of how many people are in the building.

RISK ASSESSMENT

Hirers are responsible for conducting their own risk assessments relevant to the nature of their booking. A site visit may be booked in advance of the event to accommodate this. Each hirer must have its own Public Liability Insurance and provide LCH with a copy as part of the booking.

CHILD PROTECTION

Hirers must ensure they have received appropriate clearance where necessary (e.g. DBS checks and safeguarding training) for any staff they use who will be working with children. The LCH will request explicit confirmation in writing that such clearance and training has been obtained.

EQUIPMENT & TECHNICAL FACILITIES

Seating and tables are available on site. Please contact the LCH for more information.

ELECTRICAL EQUIPMENT

Any electrical equipment brought on site must be Portable Appliance Tested (PAT) in accordance with the Electricity at Work Regulations 1989. Certification of testing will be required.

PROHIBITIONS

No open flame, kerosene or spirit type lamps shall be used in any part of the Venue. LCH will be the sole arbiter regarding this matter. No fireworks, pyrotechnic devices, smoke machines or similar are permitted in the Venue or within the Venue grounds under any circumstances. No hypnotism, mesmerism or any similar acts to induce sleep or trance are permitted. No glitter or confetti is to be scattered on the forecourt nor on the premises unless prior arrangement has been specifically made.

EQUIPMENT STORAGE

Hirers who use the Centre regularly may be able to store items at their own risk by agreement. Please contact Wendy Baker on 07852 390748 or Debbie Twitchen via debbie.twitchen@gmail.com to arrange this. Storage must be kept appropriately tidy with no risk to someone opening doors that items will fall on them. All storage areas must be labelled as to which group is using it & kept accessible and in the case of loft storage with no items sticking out onto the walkway or into a next door bay. Storage, especially loft storage, may be subject to inspection for health and safety purposes.

ACCESSIBILITY

There is level access into the Main Hall via the Front Entrance and to the Dance Studio via the main hall. A disabled toilet is available in the building. There is level access into the Sparrow Room through both doors.

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PARKING

There is no designated parking at the Venue.

EXPIRATION OF LETTING

If the Hirer fails to leave the Premises in a clean and orderly state an additional charge may be payable. If the Hirer requires to clean the premises or to collect equipment the following day LCH may charge the Hirer for the extended period of hire. This is subject to availability and may not always be possible.

DAMAGE TO PREMISES

Hirers are obliged to inform LCH immediately of any damage to the premises or equipment. The Hirer is liable for all costs arising from damage occurring during the period of hire. This includes damage to paintwork and floor finishes.

LIABILITY

LCH cannot accept any responsibility for any injury, loss or damage suffered by the Hirer or any persons attending the event howsoever caused arising from the hirer's use of the venue. We recommend, and reserve the right to insist, Hirers have public liability insurance which includes an indemnity for leased and hired premises.

LCH shall not be liable for any other loss or damage to any property arising in any way in connection with the hire of the premises. The Venue will not accept responsibility for items stored or left unattended on the premises.

LCH shall not be liable for any loss arising from (for example) failure of electricity supply, leakage, fire, Government restriction or Act of God which may cause the Venue to be temporarily closed or the hire to be interrupted or cancelled.

WITHDRAWAL OF VENUE AVAILABILITY

LCH reserves the right to cancel any hire by giving written notice to the Hirer and refunding any monies paid in respect of the cancelled hire, without accepting any liability for any expense which the hirer may have incurred. In normal circumstances at least seven days' notice of such cancellation will be given. LCH may also immediately terminate a booking if any of the conditions of hire are not being met.

REVISED CONDITIONS

LCH reserves the right to amend the conditions set out herein and to apply additional conditions to any particular letting if considered necessary.

APPLICATION OF THESE CONDITIONS

Should any matter arise which is not covered by the preceding conditions, or if there should be any doubts as to the interpretation of any of these conditions the decision of LCH shall be final.

QUESTIONS?

If you have further questions or wish to discuss your hire please contact

Wendy Baker via 07852 390748 or Debbie Twitchen via debbie.twitchen@gmail.com

Amended and agreed August 2025 to be reviewed August 2026