

**LEISTON-cum-SIZEWELL TOWN COUNCIL**

**HIRE AGREEMENT FOR THE USE OF LEISTON COMMUNITY CENTRE**

King Georges Avenue, Leiston, IP16 4JX

The charges per hour to be as follows:

Commercial, social and public authority	£12.00 per hour
Voluntary organisations	£6.00 per hour (min 2 hours)

Charge for use of the kitchen facilities (cooker and dishwasher) - £6.00

**THE COUNCIL RESERVES THE RIGHT TO AMEND ANY OF THE ABOVE CHARGES**

**IMPORTANT: Please note** - Organisers of functions to be held at the Community Centre frequently require to prepare it in readiness for the advertised time of their function. This preparation time should be included within the hiring period mentioned below. The room must be returned to its original layout (plan attached).

I/We agree to hire the use of the Community Centre on the Terms and Conditions stated overleaf, for the purpose of a

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On the \_\_\_\_\_ day of (month) \_\_\_\_\_ (year) \_\_\_\_\_

From: \_\_\_\_\_ until: \_\_\_\_\_

Please tick if you wish to use the kitchen facilities (cooker and dishwasher)

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

for and on behalf of (organisation)

Address: \_\_\_\_\_

The address should be that to which the invoice should be sent please.

Tel: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:**

The Town Clerk, Council Chambers, Main Street, Leiston, IP16 4ER  
Tel: 01728 830388

## CONDITIONS OF HIRING

1. **NO EXCISABLE LIQUOR** shall be sold or supplied unless an occasional licence or occasional permission for The Community Centre shall be in force at such time and the Hirer shall produce such licence to The Town Clerk before the commencement of the hiring.
2. The Community Centre shall be used in all respects in a lawful and proper manner so that nothing shall be done to injure the reputation of The Community Centre or offend against any statute, nor shall any disorder or improper conduct or behaviour be permitted therein. The noise level in particular should be kept below a reasonable level and should never exceed the legal limits.
3. **NOTHING SHALL BE DONE** or permitted or suffered to be done, whereby the policy or policies of insurance on The Community Centre may become void or voidable or whereby the rate of premium thereon may be increased.
4. **THE HIRER** shall at or before the termination of the hiring period supply to the Town Clerk a list signed by or on behalf of the hirer of all musical works whether published or in manuscript performed either vocally or instrumentally during the hiring with the names of the Composer, Author, Arranger and Publisher (if any) of each such work and the number of times each is performed during the hiring.
5. **NO BOLTS, NAILS, TACKS, OR SCREWS** shall be driven into or inserted in any part of the fabric of The Community Centre. No adhesive tape shall be used on the walls.
6. The Community Centre shall not be used for the performance of any dramatic work or for the delivery of any lecture in which copyright subsists without the consent of the owner of the copyright and the hirer shall indemnify the Council against all sums of money which the Council may have to pay by reason of any infringement of copyright accruing during the hiring.
7. **THE RIGHT OF ENTRY** to The Community Centre is reserved to the Town Clerk or his representative, and any police officer at any time during the hiring.
8. **THE HIRER** shall be responsible that good order is kept within The Community Centre during the period of hiring and the Council may if they think fit charge the hirer for any expense they may incur for engaging police constables to preserve order prior to, during or after any entertainment or meeting in The Community Centre.
9. **THE HIRER** shall be responsible for the removal of bunting and decorations used and displayed in The Community Centre after the function held therein and will leave The Community Centre in a clean and orderly state and failing so doing must be responsible to the Council for the cost thereof, including the cooker and dishwasher if used. The Hirer is responsible for returning the room to its original floorplan.
10. **NO FLAGS, EMBLEMS OR OTHER DECORATIONS**, or notices of functions to be held therein shall be displayed outside any part of The Community Centre without the prior written consent of the Town Clerk.
11. **NO ADDITIONAL LIGHTS OR EXTENSIONS FROM THE ELECTRIC LIGHT FITTINGS OR SOCKETS** SHALL BE USED WITHOUT the prior consent of the Town Council in cases where additional lights or extensions from existing fittings are permitted, the Hirer, if called upon, must pay for the additional current used thereby and after the hiring of The Community Centre will cause such additional lights or extensions to be removed and reinstate the original fittings to the satisfaction of the Council.
12. **THE HIRER SHALL BE RESPONSIBLE FOR ANY LOSS OF, OR DAMAGE TO, ANY PROPERTY ARISING OUT OF THE HIRING** and shall indemnify the Council against any claim which may arise out of the hiring or which may be made by any person resorting to The Community Centre during the hiring in respect of any such loss, damage or injury. Property left on the premises is at the hirers own risk and the Council are not liable for loss or damage of such property.
13. **THE COUNCIL** will provide lighting and heating in The Community Centre during the period of the hiring but the hirer shall not make any claim in respect of any failure by the Council to provide such lighting and heating from whatsoever cause arising.
14. **THE REFERENCE TO** The Community Centre includes all rooms therein or attached thereto.
15. **THE COUNCIL** shall have the right to refuse any application for hiring The Community Centre.
16. The seating capacity of The Community Centre is restricted to 100 persons and must not be exceeded.
17. The standing capacity of The Community Centre is restricted to 150 persons and must not be exceeded.