

FACILITIES HIRE AGREEMENT

Thank you for booking the use of our facilities!

Please ask if you have further questions, or, to make changes to better meet your requirements

HIRER INFORMATION:

ORGANISER NAME		CONTACT NUMBER	
ORGANISATION		EMAIL ADDRESS	
ORGANISATION ADDRESS		HOME ADDRESS	
CONTACT 2	NUMBER	EMAIL	

BOOKING INFORMATION:

BUILDING ACCESS TIME		BUILDING LEAVE TIME	
EVENT START TIME		EVENT LEAVE TIME	
ROOM 1	PURPOSE OF HIRE		
N°. CHAIRS	N°. DESKS	PROJECTOR	
ROOM 2	PURPOSE OF HIRE		
N°. CHAIRS	N°. DESKS	PROJECTOR	
DATE(S) REQUIRED			
ADDITIONAL DETAILS/REQUESTS:			

* to keep our hire charges low we do not set up your room for you and we expect it to be returned to how you found it

REFRESHMENTS:

DO YOU REQUIRE HOT WATER FACILITIES?	Y	N	NO CHARGE (OWN CUPS)
DO YOU REQUIRE TEA/COFFEE/BISCUITS/SQUASH?	Y	N	£5 PER HALF DAY BOOKING
DO YOU REQUIRE REFRESHMENTS AND A MEAL?	Y	N	PRICE ON ARRANGEMENT
WILL YOU BE USING EXTERNAL CATERERS?	Y	N	NO CHARGE

HOW DID YOU FIND OUT ABOUT THE LEC FACILITIES?

ROOM HIRE CHARGES

ROOM	FACILITIES	2 HOURS^	4 HOURS	8 HOURS
ROOM 'L'	11 chairs / 6-8 at desks, computer	£20	£35	£60
ROOM 'E'	6 soft-seating, 2 desks, 2 computers	£15*	£30	£50
ROOM 'C'	8 chairs at tables, 3 computer desks	£20*	£35	£60
GARDEN & BBQ AREA	Prep space, patio area	-	£40	-
WHOLE BUILDING	^ minimum hire charge	* in working hours only	£300	£400

PUBLIC LIABILITY INSURANCE

I/we already have public liability insurance	It has minimum cover of £5 million, it is through a reputable provider and I have provided a copy of the insurance certificate
I/we require public liability insurance	Charges will apply, unless, a LEC employee is present in the building throughout the duration of the hire. Please enquire for details

CHARGES

The agreed hire charges are as follows:

ROOM HIRE	
REFRESHMENTS HIRE	
INSURANCE CHARGE	
TOTAL:	

Full payment is required:

- (1) on day of hire
- (2) one week in advance
- (3) by agreed invoice

I am authorised to sign this Agreement. By signing this Agreement I agree to be bound by its terms:

Signature of Hirer	Date
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Signature of The LEC	Date
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OPENING ARRANGEMENTS:

A LEC team member will arrange to open for your agreed building access time

CLOSING & LOCKING ARRANGEMENTS:

- 1) 'Drop the latches' on all room doors
- 2) Ensure any used electrical items and the lights are switched off
- 3) Lock the main door at the top of the stairs using your provided key
- 3) Set the alarm using the provided fob
- 4) Check the front door latch is 'dropped' and lock 3 locks using your 2 keys
- 5) Lock the gate with the padlock and drop the keys in the outside postal box

HEALTH AND SAFETY

FIRE	In the event of a fire a continuous bell will sound. Leave the building, immediately and calmly, via the clearly marked fire exits. The assembly point is LEFT in front of THE COVENTRY building society. Do not stop to collect any personal belongings and do not re-enter the building until the leading Fire Brigade has given you permission to do so.
FIRST AID	In the event of an accident, please use 'common sense' to deal with it. A first aid kit is in bottom left locker. An accident form must be completed and left in the same locker.
PERSONAL SECURITY	The bottom front door should remain 'locked on the latch' when no person is fulfilling a 'greeting' role. If you wish for any personal possessions to be locked away in lockers whilst you are visiting please request and use locker keys.
SMOKING	Smoking is only permitted outside where there is a sand bucket to dispose cigarette ends in.
ELECTRICALS	All personal electrical equipment must comply with current legislation and be 'PAT' tested (evidenced by an official sticker).
ANIMALS	Animals are welcome by prior arrangement.
DISABLED	The LEC is located down a relatively narrow alleyway and up one flight of stairs. The LEC has one toilet that is accessed in a relatively confined space. Please visit to ensure that the space can accommodate all needs.
CONTACT	For ANY queries during hire time: LEC: 07746 356 216. Reception service: 0800 98 87 321.