



Approved by:

Naomi Champion-Merrill

Date: 5th January 2026

Last reviewed on:

5th January 2026

Next review due by:

5th January 2028

LUDGVAN COMMUNITY CENTRE – Premises Hire Policy

Aim and scope

Coast Community CIC aims to:

- Ensure Ludgvan Community Centre premises and facilities can be used to support community or commercial organisations
- Charge for the use of the premises to cover the costs of hire and raise additional funds (not for profit)
- Hire out facilities in a way that is safe, following statutory guidelines and appropriate risk assessments

Areas available for hire

Coast Community CIC will permit the hire of the following areas:

- Sports hall
- Bolton room
- Lounge bar
- Playing fields
- Small meeting room

Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
Sport hall	400 standing/250 seated	£15 - £20 per hour



AREA	CAPACITY	COST
Bolton room	60 standing/48 seated	£15 - £20 per hour
Lounge bar	85	On application
Playing fields	n/a	On application
Small meeting room	5	£15 - £20 per hour

Charging rates and principles

Rates

The rates for hiring different areas of Ludgvan Community Centre are listed in the table above. We may decide that certain organisations or activities can use the premises at a reduced rate, or free of charge. We may enforce an additional cleaning fee on top of the hiring rates- this will be at the discretion of Coast Community CIC.

As of 17th January 2025, we are adjusting our community centre hire costs to ensure we continue offering an accessible and welcoming space for everyone. This change will affect bookings made after this date meaning a slight increase in rates for corporate groups, larger charities and organisations, whilst keeping the same affordable rates for community and local groups and small charities.

Cancellations

Coast Community CIC reserve the right to cancel any agreed hire with a minimum of 14 days notice. Coast Community CIC will issue a full refund if a hire is cancelled at no fault of the hirer. Coast Community CIC shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer can cancel any hire with a minimum of 28 days notice. If less notice is given, the hirer will not be entitled to a refund.

Review

Coast Community CIC will regularly benchmark our room hire rates against other local, similar sized venues to ensure best value for money.

Booking process

Those wishing to hire the community centre should make a request through the online booking system: <https://hallbookingonline.com/ludgvan>.

For any enquiries during term time, please contact contact@coastcommunitycic.com

Tel: 07939863010. If there is no answer, please leave a message with your contact information and we will get back to you as soon as possible.



If your booking request is approved, an invoice will be generated by the online booking system which will need to be paid prior to the booking taking place. We will also provide details of emergency evacuation procedures and other relevant health and safety documents.

We reserve the right to decline any applications at our absolute discretion.

Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the Community Centre premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request.
2. The hirer shall pay the full amount as stipulated, and shall not be entitled to set off any amount owing to Coast Community CIC against any liability, whether past or future.
3. The hirer shall occupy the part(s) of the premises agreed upon when making the booking and no relationship of landlord and tenant is created between the hirer and Coast Community CIC by this agreement.
4. The hirer shall not sub-let any of the premises under the agreement.
5. The hirer shall not use the premises for any purpose other than that agreed upon when booking, as set out in the hire request.
6. Any additional uses of the premises not agreed in advance by Coast Community CIC will result in the immediate termination of the agreement.
7. Coast Community CIC shall retain control, possession and management of the premises and the hirer has no right to exclude Coast Community CIC, Directors or Trustees from the premises.
8. The hirer shall be responsible for all matters relating to the health and safety of those in attendance during the specified time. Coast Community CIC will ensure that the premises meet Health and Safety requirements and will provide all necessary documentation.
9. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by Coast Community CIC in relation to the premises.
10. The hirer shall indemnify and keep indemnified the Community Centre from and against:
 - a. Any damage to the premises or equipment;
 - b. Any claim by any third party against Coast Community CIC; and
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the agreement or any act or omission of the hirer or any person allowed by the hirer to enter the premises



11. Save that nothing in the agreement shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, Coast Community CIC shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to Coast Community CIC by the hirer under the agreement.
12. Any cancellations by Coast Community CIC made with at least 14 days notice will be refunded.
13. Any cancellations by the hirer received with less than 28 days notice will not be refunded.
14. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
15. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
16. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from Coast Community CIC.
17. If the hirer breaches any of the terms and conditions, Coast Community CIC reserves the right to terminate the agreement and retain any fees already paid to Coast Community CIC, without affecting any other right or remedy available to Coast Community CIC under the agreement or otherwise.
18. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
19. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
20. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
21. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
22. Coast Community CIC premises hire policy, the relevant hire request submitted by the hirer and the relevant hire confirmation issued by Coast Community CIC shall apply to and are incorporated in the agreement.
23. This agreement shall be governed, construed and interpreted in accordance with the laws of England and Wales.
24. The Community Centre and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this agreement.

Monitoring arrangements

Coast Community CIC will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable. Any updates to this policy will be shared on the website.



APPENDIX 1: LUDGVAN COMMUNITY CENTRE HIRE REQUEST FORM

To be used only if the hirer cannot access the online booking system.

Before filling out a request form, please familiarise yourself with our hire terms and conditions and rates of hire, which you can find in the Premises Hire Policy.

If you have any questions, please contact:

contact@coastcommunitycic.com

Tel: 07939863010.

Name of applicant/ organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Area of community centre requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	



Number of expected participants in the activity	
Additional equipment you will require from Ludgvan Community Centre (please note we may not always be able to provide this, but will inform you where this is or is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the Safeguarding and Child Protection arrangements you have in place (where applicable)	

By signing below, you agree to the terms and conditions set out in contact@coastcommunitycic.com Premises Hire Policy.

Name _____ Date _____

Signature _____

Please return this form via email to contact@coastcommunitycic.com or in person to Ludgvan School, Lower Quarter, Ludgvan, Penzance TR20 8EX. We will be in touch to confirm your booking.