

Hirer's Procedure Summary

Attach this page to your hire agreement. When you hire out the premises, the committee usually stays legally responsible. You should explain what you expect from hirers, and be able to show the SIA that you told them and took reasonable steps to check they followed it.

Source: Terrorism (Protection of Premises) Act 2025: Statutory guidance (section 27), April 2026, corrected 6 August 2026

Premises name and hirer's name

Date(s) of hire (DD/MM/YYYY)

Hirer's named lead on the day, and mobile number

Keyholder or committee contact during the hire

Our instruction for evacuation, invacuation, lockdown and communication (copy from the procedures)

- ☐ The hirer's lead has read this summary and knows where the exits, lockable doors and safer rooms are
- ☐ The hirer's lead knows who calls 999 and what to say
- ☐ The hirer will brief their own helpers before the event
- ☐ The hirer will tell us about anything suspicious, or any incident, straight away

Signed by hirer's lead, and date

Signed for the committee, and date
