hailo

Wording for your terms of hire

Facts checked 2 November 2026

Why it's in your hire terms

When you hire out your building, you stay the responsible person. The Home Office's guidance says to explain to each hirer what's expected of them, and to be able to show the SIA that you did. The guidance suggests setting the requirements out in your hire terms. This wording does that.

Emergency plans (Martyn's Law)

Model wording. "The Venue" means whoever runs the premises; "the Hirer" means the person or group making the booking.

1. The Venue is the responsible person for the premises under the Terrorism (Protection of Premises) Act 2025. It has plans to get everyone out (evacuation), bring everyone in (invacuation), lock down (lockdown) and keep people informed (communication).
2. Before the booking, the Hirer will read the Venue's briefing on these plans and confirm to the Venue that they have done so.
3. The Hirer will name a person in charge for the booking, who will be present throughout, will know the plans, and will make sure the Hirer's helpers, stewards and performers know their part.
4. When booking, the Hirer will tell the Venue the largest number of people expected at any one time, counting helpers, performers and caterers. The Hirer will tell the Venue at once if that number may grow, and will not go over the number agreed.
5. If the Hirer's event will be open to the public, will need a ticket, a pass or membership to get in, and could bring 800 or more people at once, the Hirer will tell the Venue when booking, as different rules may apply.
6. In an emergency, the Hirer will follow the Venue's plans and any instructions from the Venue or the emergency services.
7. The Hirer will keep exits and routes clear, and will tell the Venue promptly about anything that could affect the plans, such as a blocked exit, a door that won't lock, or something that seemed out of place.
8. Some details, such as where keys are kept and where people would shelter, are shared only with those who need them. The Hirer will keep them to the people with a part to play.

How to use it

- Add the wording to your terms of hire under its own heading. If your terms already cover fire safety, put it next to that part.
- Give every hirer the sheet on page two, or your own briefing, before their booking, so they know your plans for the building.
- Keep each hirer's signed sheet, or a dated record that they confirmed. It's the simplest way to show the SIA that you explained what's expected.
- Ask whoever wrote your hire agreement to check the wording fits it. This is model wording, not legal advice.

hailo does the briefing for you: each hirer gets a short briefing for your building by link or QR code, confirms on their phone, and you keep a dated record. See gethailo.co.uk/how-it-works.

For the hirer

What we ask of hirers

Thanks for booking with us. On your booking you're in charge, so here's what we ask.

Before your booking

- Read the venue's short briefing for the building, and confirm you've read it.
- Name one person in charge for the booking, who will be there throughout.
- Tell the venue how many people you expect at the busiest moment, counting helpers, performers and caterers.
- Tell the venue straight away if your numbers grow.

On the day

- Walk round with your helpers: the ways out, which way to go from there, and the room to bring people into.
- Keep exits and routes clear, and keep doors closed that should be closed.
- Keep a rough count of how many people are in the building.
- Keep a phone to hand, with the venue's contact number in it.

If something happens

- Follow the venue's plans, and any instructions from the venue or the emergency services.
- Call 999 if anyone is in danger.
- Tell the venue's contact as soon as you safely can.

Afterwards

- Tell the venue about anything that worried you, such as a blocked exit, a door that wouldn't lock, or something that seemed out of place.

For this building

Ask us if anything isn't filled in.

Get everyone out: Where are the ways out, and which way should people go? Who checks the toilets and side rooms?

Bring everyone in: Which doors do you close, and which room is the safest place to wait?

Lock down: Which doors can be locked, and who has the keys? The venue tells only the people who need to know.

Keep people informed: How will you tell everyone what to do? Stop the music, use the microphone, and use the words the venue has agreed.

Our contact on the day: name and phone number

Hirer's sign-off

I've read the venue's emergency plans for my booking. I'll be the person in charge, or I've named who is, and I'll make sure my helpers know their part.

Name	Booking date	Signature	Date signed

Venue: keep this with the booking.

Facts checked 2 November 2026. General information, not legal advice.

A SimpleKPI product. hailo is made by SimpleKPI Ltd, company 06191007. gethailo.co.uk/guides/martyns-law-hire-agreement