

HIGHNAM COMMUNITY CENTRE TRUST

Registered Charity No: 290798

Special Terms & Conditions of Hire during COVID-19

Regular & Casual Users – Issue 3

Note: These conditions are supplemental to, not a replacement for our Standard Terms & Conditions of Hire

Date of Issue 2nd December 2020

PLEASE NOTE THAT UNDER THE CURRENT REGULATIONS WE ARE UNABLE TO ACCEPT BOOKINGS FOR , CHOIRS & BAND PRACTICE (WHICH INCLUDE WIND INSTRUMENTS). NOTE THAT THE FOLLOWING ACTIVITIES, YOGA, PILATES, DANCING, TAE KWON DO, DRAMA, TABLE TENNIS, INDOOR BOWLS, WEDDING RECEPTIONS & CHILDRENS BIRTHDAY PARTIES, ARE SUBJECT TO INDIVIDUAL REQUIREMENTS AS DETAILED IN THE ADDENDUMS AT THE END OF THIS DOCUMENT. TO PROCEED WITH YOUR BOOKING(S) YOU WILL NEED TO SIGN AND ACCEPT THE ADDITIONAL SECTION FOR YOUR ACTIVITY IN ADDITION TO THE GENERAL TERMS & CONDITIONS

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering and leaving the hall and at other locations within the hall. Please also note the guidance after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. Risk under the 'crisis regulations' falls to the Event Organiser. If the Hirer (or Event Organiser) does not feel that hall is in a condition that enables you to comply, you should NOT make a booking. You must keep a register of all attendees at each event, recording minimum information of name and contact telephone number. Each register to be maintained for a minimum of 21 days from the date of each event.

SC3:

Whilst the premises will be cleaned on a daily basis, we will not be able to clean between each hire. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using the products supplied in a Cleaning Caddy located in the kitchen of each hall. Cleaning instructions are detailed on an instruction sheet in the Caddy. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. The register of attendees mentioned in **SC2** will be relevant in this case.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving. Ensure handles and catches are sanitised.

SC6:

You will ensure that no more than [*see below for relevant hall] people attend your activity/event, in order that social distancing can be maintained. The Government guidance confirms that activities hosting more than 6 people can take place in Community halls, within the capacity limits stated below*, providing people attend in groups of up to 6, socially distanced from other groups. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, (**only applicable in Old School Kitchen**), and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. Face coverings may be considered but do not replace social distancing. You will make sure that no more than one person use each suite of toilets at one time. Each toilet has a VACANT/ENGAGED slider sign.

You must ensure that no one in your group enters another hall where as simultaneous activity may be taking place.

***Hall maximum attendee capacities – Gambier Parry Hall – 30, Parish Rooms – 20, Old School - 10**

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

Face coverings must be worn, unless exemption applies to a person, (e.g. for health reasons, those under age of 11), or a person who has a reasonable excuse not to wear a face covering, (e.g. taking part in an activity to which an exemption applies). This is a legal requirement.

SC9:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair distance between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC10:

You will be responsible for the disposal of all waste created during your hire, including tissues and cleaning cloths, in the rubbish bags provided, in the Cleaning Caddy located in the kitchen, before you leave the hall.

SC11:

You will encourage users to bring their own drinks and food, but you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC12:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, you should remove them to the **designated safe area which is the Kitchen in all halls, where they should remain until transferred to home or hospital**. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ensure you have the contact details of all others in the group as specified in **SC2**, then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall Caretaker immediately on 07737 908521 and/or the Bookings Manager on 07944 218879. Report the incident to TRACK & TRACE

SC14:

For events with seated audiences, you will need to provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first, and invite people to use toilets in the interval row by row, whilst maintaining social distancing

SC15:

You will ask those attending to bring their own equipment and not share it with other members.

SC16: If you have equipment stored at the halls which you use for your Group activity, you will ensure it is cleaned prior to use and again before it is returned to the storage area

THESE SPECIAL CONDITIONS ARE REQUIRED TO ENSURE OUR HALLS REMAIN COVID 19 SECURE AND TO PROTECT YOU THE USERS AND THE COMMUNITY FROM CONTRACTING COVID 19. IT IS THEREFORE IMPERATIVE THAT YOU ENSURE COMPLIANCE. YOUR COOPERATION IS VERY MUCH APPRECIATED.

I accept the above General Terms & Conditions and will ensure compliance for my User Group and where applicable the additional requirements for my Group _____ ***(state group if applicable)***

Please sign: _____ on behalf of (User Group): _____

Print name: _____ Date: _____

This signed document will cover all bookings for your Group until either the government guidance changes or restrictions are lifted. We will keep you informed of changes.

ADDENDUMS FOR SPECIFIC ACTIVITIES AS DETAILED AT HEAD OF DOCUMENT – NOTE THESE ARE IN ADDITION TO STANDARD TERMS ABOVE

YOGA & PILATES

Temporary floor markings should be considered to define spacing. Doors should be fixed open where possible for added ventilation. Attendees must avoid using shared objects and equipment unless they can be cleaned between users. They should be encouraged to bring their own equipment such as mats, bands, weights etc. and their own water bottles. Instructors should take particular care to avoid transmission from one class or venue to another. You should consider visiting this website for further detail <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

DANCING

Temporary floor markings should be considered to define spacing. Doors should be fixed open where possible for added ventilation. Attendees must avoid using shared objects and equipment unless they can be cleaned between users. They should be encouraged to bring their own equipment. Instructors should take particular care to avoid transmission from one class or venue to another. For high intensity exercise such as **Zumba**, 100% fresh air is required, air should not be recirculated from one space to another, and the capacity of 9.29 sq. m per person is required. For Gambier Parry Hall this equates to 13 participants. You should also consider visiting this website for further detail <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

TAE KWON DO & MARSHALL ARTS

This activity should take place in accordance with guidance to deal with Covid-19 risks issued by your **governing body** and you are responsible for ensuring you comply. Temporary floor markings should be considered to define spacing. Doors should be fixed open where possible for added ventilation. Attendees must avoid using shared objects and equipment unless they can be cleaned between users. Instructors should take particular care to avoid transmission from one class or venue to another. For high intensity exercise such as **Tae Kwon Do**, 100% fresh air is required, air should not be recirculated from one space to another, and the capacity of 9.29 sq. m per person is required. For Gambier Parry Hall this equates to 13 participants. You should also consider visiting this website for further detail <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

DRAMA

The reintroduction of this activity is extremely complex as it deals with the multiple aspects of the performing arts – for example:

- Staging and capacities
- Managing Audiences
- Arriving & Leaving the Premises
- Managing Front & Back of House during performances
- Ticketing
- Cloakrooms
- Managing Sales of Food & Drink

In order to gain clarity on the requirements and satisfy yourself that your Group can meet the criteria visit.....

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

It is your responsibility to confirm this

TABLE TENNIS

This activity should take place in accordance with guidance to deal with Covid-19 risks issued by your **governing body** and you are responsible for ensuring you comply. Temporary floor markings should be considered to define spacing. Doors should be fixed open where possible for added ventilation. Attendees must avoid using shared objects and equipment unless they can be cleaned between users.

INDOOR BOWLS

Temporary floor markings should be considered to define spacing. Doors should be fixed open where possible for added ventilation. Attendees must avoid using shared objects and equipment unless they can be cleaned between users. This may prove particularly difficult because of the logistics of this activity, but nevertheless must be adhered to

WEDDING RECEPTIONS

Sit down wedding receptions are permitted for no more than 15 people. Recorded music is recommended. A musician may play a non-wind instrument. Government guidance for cafes and restaurants may be helpful in relation to catering. The Bridal couple are not required to wear face coverings and ONLY they may dance.

CHILDRENS BIRTHDAY PARTIES

Many families do not have the space for this at home. Large gatherings or celebrations are not permitted, neither is loud music or activity which would encourage shouting or singing. While children's birthday parties are not banned, it is unlikely that keeping children in groups of 6 or less which do not mingle could be achieved, so currently not advised unless organised by someone used to managing this in a school or pre-school. A children's party is permitted, however, if limited to one "qualifying group" or 6 or less people.