

Gamlingay Community Centre

Special Terms & Conditions of Hire during Covid-19

Last updated 20/8/2020



Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

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 the hall and 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.

SC3:

The hirer is responsible for making sure that their activity complies with all government rules and regulations at the time of the event, and if relevant, all guidance from your activities' governing body.

SC4:

The hall will be cleaned before your arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. You will be expected to wipe down all regularly touched surfaces eg. door handles, electrical switches at the end of your session, and will be allowed fifteen minutes after your booked time to do this.

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

SC5:

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.

SC6:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient, whilst complying with any relevant licencing

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requirements. You will be responsible for ensuring they are all securely closed on leaving.

SC7:

You will ensure that no more people attend your activity/event than be contained in your hired room whilst maintaining social distancing. The numbers permitted will depend on which room you are using, and Government requirements at the time of your activity. Please check with Hub management if you have any concerns. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes any one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

SC8:

The activity / event organiser will make a register of all attendees and retain it for 21 days after the event. This must be made available to Test, Track and Trace staff if requested.

SC9:

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.

SC10:

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 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.

SC11:

You will be responsible for the removal of all rubbish created during your hire, including tissues and cleaning cloths before you leave the hall.

SC12:

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You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in the dishwasher, 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.

SC13:

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.

SC14:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to wait for collection outside the building if weather permits, or otherwise, by the nearest available exit as far as possible from all other group members. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. When leaving 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 management on 01767 651226.