

# Gamlingay Community Centre

## Special Terms & Conditions of Hire during Covid-19

Last updated 24/1/22



**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:** You are not required to wear a face covering. However, the government suggests you continue to wear one in crowded and indoor spaces where you may come into contact with people you do not normally meet.

**SC5:** The hall will be cleaned before your arrival 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.

**SC6:** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they have had COVID-19 symptoms in the last 5 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.

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**SC7:** 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 requirements. You will be responsible for ensuring they are all securely closed on leaving.

**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. If this is not feasible due to the nature of the event they must encourage all attendees to register on the NHS Track & Trace app using the QR code clearly displayed at all entrances to the building.

**SC9:** You will be responsible for the removal of all rubbish created during your hire, including tissues and cleaning cloths before you leave the hall.

**SC10:** 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.

**SC11:** 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.

**SC12:** 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.