
Arkenstall Village Centre
(Registered Charity No. 300394)
7 Station Road, Haddenham, Ely, Cambs CB6 3XD

e-mail: bookings@arkenstallcentre.org.uk bookings phonenumber: 07538 449677

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Arkenstall Centre's Standard Conditions of Hire

Before you come to the Arkenstall Centre

- SC1. You must ensure 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 previous 14 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact.
- SC2. Live performances e.g. drama or music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

When you arrive at the Arkenstall Centre

- SC3. The main areas of the Centre will be cleaned on a daily basis. However you, the named hirer, will be responsible for cleaning door handles, light switches, window catches, equipment (including tables and chairs), 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. You may use your own domestic cleaning products or the diluted bleach sprays which can be found in the Main Hall and Rooms 1 and 2.
Please take care cleaning electrical equipment including light switches. Use cloths - do not spray!
- SC4. You 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.
- SC5. Any tables, chairs and other equipment which you use should be arranged to conform to the 2m social distancing requirements. This is particularly important, for example, if people are to sit facing each other on opposite sides of a table.
- SC6. You must keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Test and Trace, either directly or through the Arkenstall Centre Management Committee, if required.
- SC7. You must ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises (see the attached plan), and as far as possible observes the same social distancing when using more confined areas (e.g. moving and stowing equipment, accessing toilets). Where this is not possible such occurrences should be kept as brief as possible.
- SC8. You must take special care to ensure the safety through social distancing of any attendees who are over 70 years of age or otherwise vulnerable.

- SC9. There is a hand sanitiser dispenser outside the main door to the building: please ensure that all attendees use it before entering. There are also dispensers in all the rooms which should be used as required.
- SC10. You must keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient (but keeping designated 'Fire Doors' closed. You will be responsible for ensuring they are all securely closed on leaving.
- SC11. You must ensure that no more than 10 people (Room 1), 15 people (Room 2) and 30 people (Main Hall) attend your activity/event, in order that social distancing can be maintained.
- SC12. You must ensure that no more than one person uses either of the Female or Male Toilets at any one time. If the weather is fine, the one-way system in the Centre must be maintained when accessing the toilets; however, if the weather is inclement or if a person's mobility is an issue, access can be against the one-way system, but special care must be taken to avoid close contact with other people.
- SC13. You must encourage attendees to bring their own drinks and food. Kitchen equipment, crockery and cutlery will not be available (unless by prior arrangement).
- SC14. **In the event that someone becomes unwell with suspected COVID-19 symptoms while at the Centre:**
- You should remove them to the designated safe area, which is the Male Toilet, until such time as they can leave the Centre safely or be collected. (In the event, if anyone wishes to use this suite, they should use the Accessible Toilet next to it.)
 - Ensure that you have the names and contact details of all attendees, and then ask them to leave the premises (or arrange for their collection, as appropriate), observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.
 - Inform the Caretaker on **07538 449677**

When you leave the Centre

- SC15. You will be responsible for cleaning on your departure from the Centre as you were upon arrival.
- SC16. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, either in the General Waste bins provided in each room, or by taking all rubbish away with you when you leave.

General

- SC17. The Arkenstall Centre Management Committee will have the right to close the hall with no notice 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 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.

Agreement

In accordance with Clause 2 of the Arkenstall Village Centre's **Booking Form and Hiring Agreement**, I confirm that I have read, understand and agree to these **Special Conditions of Hire**.

Signature

Name
Date