

**GATEHOUSE COMMUNITY CENTRE**  
**SPECIAL CONDITIONS OF HIRE RELATING TO COVID-19**

*These conditions are in addition to the Centre's standard conditions of hire.*

**SC1**

The Hirer is responsible for ensuring that all those attending the event/activity comply with all COVID-19 Secure Guidelines in operation at the time at all times including while entering the Centre

**SC2**

The Hirer is responsible for ensuring that everyone likely to attend the event/activity understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days

**SC3**

The Hirer must keep full contact details of all those attending the event/activity for 21 days after the event/activity has taken place and if necessary comply with all requirements of the Test and Protect arrangements and GDPR in place at the time. The Hirer must provide the Secretary with a copy on request.

**SC4**

The Hirer must advise anyone who attends the event/ activity and who then develops COVID-19 symptoms within 7 days of attending the event/activity that they **MUST** use the Test and Protect arrangements in place at the time to alert others with whom they have been in contact.

**SC5**

The Hirer is responsible for cleaning door handles, light switches, window catches, equipment, toilets, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire

- before other members of the group or organisation arrive
- during the period of hire
- before leaving

using either the products supplied or suitable products supplied by the Hirer.

**SC6**

The Hirer is responsible for

- (a) keeping the Centre ventilated throughout the period of hire with windows and doors in rooms/spaces in use open as far as convenient
- (b) ensuring that all windows and doors are securely closed on leaving
- (c) ensuring that all curtains are open on leaving

**SC7**

The Hirer must dispose of all rubbish created during the period of hire including tissues, cleaning cloths and wipes etc in the rubbish bags provided before leaving and place in the appropriate bin in the car park

**SC8**

In the event of someone becoming unwell with suspected COVID-19 symptoms during the period of hire the Hirer must

(a) remove them to the Disabled Toilet designated as the safe area and make arrangements for them to leave the Centre as soon as possible

(b) stop the event/activity and arrange for everyone to leave the premises reminding them to:

- maintain physical distancing and hand sanitising precautions whilst doing so
- launder their clothes when they get home
- monitor their health
- comply with the Test and Protect procedures

(c) inform the Secretary immediately on 07768 143 111.

**SC9**

The Board of Trustees reserves the right to cancel the booking at any time.

The Hirer will be informed as soon as possible and no hire charge will be made.

**SC10**

The Board of Trustees reserves the right to make a charge for additional and/or deep cleaning the Centre where it considers that this is required as a result of the Hirer failing to comply with the Special Conditions of Hire.