

**SPECIAL CONDITIONS OF HIRE  
FOR COMMUNITY CENTRES  
REOPENING IN WALES DURING  
COVID-19**

## **1 INTRODUCTION**

- 1.1 The hirer ("You"), will be responsible for ensuring that all those attending your activity comply with these special conditions of hire which will apply until further notice during the current COVID-19 Pandemic.
- 1.2 All use of centre premises and facilities is subject to you accepting responsibility for the safety of your attendees and security of the centre.
- 1.3 These special conditions of hire are supplemental to, not a replacement for, the normal conditions of hire. If there is any discrepancy between any provision of these special conditions of hire and any provision of the normal conditions of hire, these special conditions of hire shall prevail.
- 1.4 These special conditions of hire will apply at all times, including entering, occupying and leaving the centre.
- 1.5 These special conditions of hire will be kept under constant review and will be amended and reissued as necessary.
- 1.6 These special conditions of hire must be signed, and a copy returned before your use of the centre can take place.

## **2 KEY DOCUMENTATION**

- 2.1 You must comply with the centre's specific Coronavirus risk assessment which has been provided to you. You must also ensure that those attending your activity have been provided with a copy before their attendance at the centre.
- 2.2 You must complete and produce your own specific Coronavirus risk assessment of the activity you wish to organise. You must send this risk assessment to the centre 7 days prior to the date of the proposed activity .
- 2.3 You must keep a record of the name and contact telephone number or email of all those who attend your activity for a period of 3 weeks after the event and provide the record to the NHS Wales Test, Trace, Protect service if requested.
- 2.4 You and those attending your activity should make use of the NHS QR poster which will be on display at the entrance to the centre. (NHS COVID-19 app)

### **3 ENTRY/EXIT**

- 3.1 Before entering the centre, you must ask those who attend your activity if they or anyone in their household have had any symptoms of COVID-19 or have recently returned from a country where you are currently required to self-isolate. If so, you must refuse access to these individuals.
- 3.2 You and those attending your activity must make use of the identified exit and entry points and keep to the one-way system which has been implemented at the centre.
- 3.3 You and those attending your activity must use the hand sanitiser that is provided when entering and leaving the centre.
- 3.4 You agree to take all reasonable measures to ensure that a distance of 2 metres between all persons is maintained where they are required to wait to enter the centre, except where the persons are from the same household, or are a carer and the person being assisted by the carer.
- 3.5 You should advise those attending your activity to arrive no more than 5 minutes early and when the activity is over, ensure they leave the centre as quickly as possible utilising the one-way system.

### **4 ACTIVITY/EVENT**

- 4.1 You will ensure that the number of people attending your activity comply with current government guidelines, in order that social distancing can be maintained.
- 4.2 You will be responsible for ensuring that those attending your activity comply with the social distancing guidelines displayed via signage throughout the centre.
- 4.3 You agree to take all reasonable measures to ensure that a distance of 2 metres between all persons is maintained whilst using the centre, except where the persons are from the same household, or are a carer and the person being assisted by the carer.
- 4.4 You will take all reasonable measures to minimise risk of exposure to the virus, in particular by limiting close face to face interaction and by improving hygiene.
- 4.5 No alcohol may be consumed at the activity.

### **5 VULNERABLE PEOPLE**

- 5.1 You are responsible for ensuring that social distancing is maintained for any attendees likely to be clinically more vulnerable to COVID-19, including keeping a 2 metre distance around them when navigating throughout the centre.
- 5.2 You must ensure that all attendees are given opportunity to identify themselves as likely to be more clinically vulnerable to COVID-19 in advance of arriving at the centre. Ideally, this will form part of your specific Coronavirus risk assessment.

## **6 FACE COVERINGS**

- 6.1 In accordance with the latest Government regulations, it is your responsibility to ensure that a face covering is worn by all those attending your activity unless an exemption or other government guidance applies to the activity .
- 6.2 The face covering needs to be put on before entering the centre and only removed once the individual leaves the centre.

## **7 VENTILATION**

- 7.1 You will keep the centre well ventilated throughout your hire, with windows and doors open as far as required, subject to security and the safeguarding of young people.
- 7.2 You will be responsible for ensuring that all windows and doors are all securely closed on leaving.
- 7.3 Fire doors must remain closed.

## **8 CLOSURE/CANCELLATION**

- 8.1 The COVID-19 pandemic continues to evolve rapidly and the government's advice and measures to protect the public and manage the impact on the Country are changing frequently. Therefore, we may be obliged due to specific Government restrictions, to close the centre unexpectedly and with immediate effect.
- 8.2 In the event of closure/cancellation, we may offer you an alternative date for the activity but if that cannot be agreed, the booking will be deemed cancelled and any deposit will be returned in full with no further payment required.
- 8.3 You acknowledge that we reserve the right at all times to close the centre if someone using the centre develops COVID-19 symptoms and thorough cleaning is required as a result; or if it is reported that these Special Conditions of hire are not being complied with, whether by you or by other users.

## Revised June 2021 in response to the Covid-19 Pandemic

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I understand the Special Conditions laid out within this document and agree to abide by the terms.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_