



Yate Town Council Property/Facilities
Additional Conditions of Hire During COVID-19

Note:

- As the hirer, in using Yate Town Council's property/facilities, you are responsible for ensuring your activity is conducted safely and within relevant government guidelines. Additional to this, these conditions are supplemental to and not a replacement for the ordinary **Terms and Conditions of Hire**.
- The terms and conditions below are set out as a) **General Additional Terms and Conditions** applicable to all hirers, b) **Additional Terms and Conditions Applicable to Premises** to be read in conjunction with the General Additional Terms & Conditions, and c) **Additional Terms and Conditions Applicable to Specific Facilities** to be read in conjunction with the General Additional Terms & Conditions

a) General Additional Terms & Conditions

- 1) 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 property/facilities, as shown on the illustrative attached poster (appendix 1) which is displayed at the entrance of each property/facility, in particular using hand sanitiser you have provided when entering and exiting the premises and in relation to the use/disposal of tissues.
- 2) You undertake to comply with the actions identified in the premises risk assessment, of which you have been provided with a copy. (appendix 2)
- 3) You are strongly advised to undertake your own risk assessment to ensure you comply with current government guidelines and legislation.
- 4) The premises will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door and gate handles and any other touch points) using either the products supplied or your own ordinary domestic products. Use clean cloths or disposable paper towels – do not spray electrical equipment.

- 5) You will make sure that you and everyone else 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 14 days, and that if they develop symptoms within 14 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

The main symptoms of coronavirus are:

a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);

a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

You can read further guidance on symptoms here:

[Symptoms of COVID-19 and medical advice](#)

- 6) You are responsible for recording and providing Yate Town Council with a list of all contact details for those attending your event on the attached form (appendix 3). Yate Town Council is legally required to request these contact details for every member of every party, record and retain these details for 21 days, and provide them to NHS Test & Trace without delay when required.
- 7) You will ensure that you do not exceed the number of attendees allowed to attend your activity/event (applicable and in line with government guidance at time of hire), in order that social distancing can be maintained.
- 8) We discourage the use of public transport. While travelling to and from our premise's attendees should by walk, cycle or use personal transport. We ask that you avoid giving lifts to others, unless they are from the same household.
- 9) The wearing of masks is mandatory in all Yate Town Council buildings. You will request attendees wear face coverings at all times, which are required to be worn by law in community facilities, unless covered under a 'reasonable excuse'. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so. See [guidance on wearing face coverings](#).
- 10) You will be required to ensure your party observe any one way entry or egress requirements

- 11) 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 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.
- 12) You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, please place in the rubbish bags and take your rubbish home with you for disposal.
- 13) You and your attendees are required to avoid necessary close contact such as shaking hands.
- 14) We will have the right to close the premises if there are safety concerns relating to COVID-19, for example, if someone who has attended the property/facility 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.
- 15) In the event of someone becoming unwell with suspected Covid-19 symptoms while attending a Yate Town Council property/facility, you should segregate the attendee from the remainder of the group and ask them to leave the property/facility as soon as they are able to do so. You should provide them with tissues and a bin or plastic bag, and hand sanitiser if they are awaiting a lift and cannot leave the building immediately. Ask others in your group to provide contact details if you do not already have them and then arrange for all attending your group to leave the premises, observing the usual hand sanitising and social distancing precautions. Please advise attendees to launder their clothes when they arrive home. Please also inform the Estates Manager on 01454 866506 of the incident.
- 16) You will ask those attending to bring their own equipment and not share it with other members or if you provide equipment you will avoid using equipment, which is difficult to clean, as far as possible.
- 17) You will ensure that any equipment you provide is cleaned before use and if stored in the any of the council properties storage section (limited regular storage use by prior arrangement and payable), you will clean again before being storing.
- 18) Payment by card or bank transfer is the current preferred method of payment, payments via cash are not preferred at this moment in time.

b) Additional Terms and Conditions Applicable to Premises

- 19) You will arrange for attendees to remain outside the building at a social distance until you are ready to admit them to the building at which point ask them to queue maintaining social distancing while waiting to enter the premises, observe 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
- 20) You will make sure that no more than one person uses each suite of toilets at one time and that you and your party only use the toilets available on the floor you are using.
- 22) You will ensure 2m social distancing is adhered to by your party at any Yate Town Council facility that you hire, or 1m plus with risk mitigations where 2m is not possible.
- 21) You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving. In no circumstance should fire doors be propped open.
- 22) 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, see appendix 4 for the recommended layout. If a U-shape layout is required, you will also need to place the seating 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, see appendix 4 for the recommended layout. Unless in the instance of Poole Court, the Armadillo, Yate Heritage Centre and the Pop Inn Café where staff can assist the set out furniture on your behalf prior to your meeting.
- 23) You will ask people to seat themselves furthest from the entrance on arrival and to exit closest to the exits first.
- 24) You will encourage users to bring their own drinks and food.
- 25) Catering may be available where kitchens have met Food Standards Agency and Covid secure guidance for reopening please check upon booking if you require this service.
- 26) The following procedures must be followed when using the kitchen:
 - You will appoint a person with responsibility for cleaning and hygiene;
 - Only one person to use the kitchen at any one time to ensure social distancing;

- You will be provided with cleaning and hygiene guidance displayed in the kitchen, access to PPE and cleaning materials;
- You will maintain high standards of hygiene, hand sanitizing and washing regularly, upon arrival, departure, as and when required in line with food hygiene regulations;
- Utensils must be washed thoroughly before and after use;
- Food packaging must be disposed of within the waste bin provided;
- No personal items to be taken into the kitchen area;
- Face covering to be at all times.

27) For each booking, you will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

c) Additional Terms and Conditions Applicable to Specific Facilities

Armadillo

28) Wearing a face covering inside the Armadillo is mandatory for all hirers and members of the public. All members of your party aged 11years+ should wear a face covering, unless reasonable adjustments are required to support disability or health. If visitors are unable to wear mask, you should make venue staff aware, and these visitors must keep a minimum 2m social distance from others as risk mitigation is not possible.

29) For each cinema booking, you will ask people to seat themselves in groups of no more than 6 people, at a 2 seat or 1m plus distance from other groups. You should begin seating people furthest from the entrance on arrival and invite people to use toilets in the interval one group at a time.

30) Armadillo staff will support the set up of furniture on your behalf prior to your hire. This will be discussed and confirmed in an access plan.

31) You must ensure members of your party do not walk around the building during the hire period unless for use of toilet or hand washing.

32) You must ensure any member of your party is made aware that the toilet facilities are accessed one person at a time, unless young children require supervision.

Pop Inn Café

- 33) Wearing a face covering inside is mandatory for all hirers and members of the public. All members of your party aged 11years+ should wear a face covering, unless reasonable adjustments are required to support disability or health. If visitors are unable to wear mask, you should make venue staff aware, and these visitors must keep a minimum 2m social distance from others as risk mitigation is not possible.
- 34) Staff or volunteers will support the set up of furniture on your behalf prior to your hire. This will be discussed and confirmed in an access plan.
- 35) You must ensure members of your party do not walk around the building during the hire period unless for use of toilet or hand washing.
- 36) You must ensure any member of your party is made aware that the toilet facilities are accessed one person at a time, unless young children require supervision.

Yate Heritage Centre

- 37) Wearing a face covering inside is mandatory for all hirers and members of the public. All members of your party aged 11years+ should wear a face covering, unless reasonable adjustments are required to support disability or health. If visitors are unable to wear mask, you should make venue staff aware, and these visitors must keep a minimum 2m social distance from others as risk mitigation is not possible.
- 38) Staff or volunteers will support the set up of furniture on your behalf prior to your hire. This will be discussed and confirmed in an access plan.
- 39) You must ensure members of your party do not walk around the building during the hire period unless for use of toilet or hand washing.
- 40) You must ensure any member of your party is made aware that the toilet facilities are accessed one person at a time, unless young children require supervision.

Bowling Green (Sunnyside)

- 41) Item 4 above in the General Additional Terms & Conditions refers to weekdays only and not weekends.
- 42) Subject to item 7 in the General Additional Terms & Conditions above, you will ensure that you do not exceed the number of attendees allowed to attend a

game, six maximum per rink (agreed at time of hire), in order that social distancing can be maintained. The Government guidelines permit up to six individuals from different households to play on a single rink.

43) No spectators are permitted.

44) You are strongly advised to bring your own equipment. If you are sharing equipment, for example jacks/mats, you should wash your hands thoroughly before and after use or use hand sanitiser. Should measuring be necessary, players (or marker if used) must use their own measure.

45) You are strongly advised to bring sanitiser wipes to wipe over touch points such as gate locks and handles etc. also shared equipment such as jacks and mats; see item 4 above in the General Additional Terms & Conditions.

46) You are advised to provide your own masks in the event that social distancing (2 metres) cannot be maintained.

47) You must only play the rink you have been allocated and no other rink even if empty, the allocation of rinks has been put in place for your safety.

48) Before booking your rinks you must be aware the pavilion and toilets are currently unavailable for use.

49) A First Aid box has been temporarily installed on the post of the pergola whilst the pavilion is out of use.

Brimsham Green School Use of All-Weather Pitch (YOSC)

50) You are advised to bring your own hand sanitiser gel and wipes.

51) No use of the dugouts permitted.

Football Fields & Pavilion (Sunnyside)

52) No spectators allowed (parents, guardians can attend junior football matches following social distancing guidance).

53) You must ensure that Social distancing guidelines off the pitch and during warm up, must be followed between people from different households. This means a distance of 2m between people from different households, or 1m plus mitigations (such as face coverings or avoiding face-to-face contact) where 2m is not possible.

- 54) Changing Rooms to remain closed except for use of toilets. (facemasks to be worn in communal areas such toilets).
- 55) You are encouraged to arrive at the facility in sports kit and where possible to travel home to change, you will need to shower at home.
- 56) You will ensure single use of toilet facilities to avoid congestion in confined spaces.
- 57) You are advised to bring own equipment in form of match balls. If you are sharing equipment, for example, you should wash your hands thoroughly before and after each game or use hand sanitiser.

Poole Court

- 58) In the instance of Poole Court Yate Town Council staff will set out the furniture on your behalf prior to your hire.
- 59) All equipment and the refreshments trolley, if required, must be booked in advance of your event. Equipment such as flip charts etc. will be cleaned before the booking; however, the hirer may wish also to sanitise the equipment prior to use as a precaution. You will be expected to sanitise touch points at the end of the booking.
- 60) Hire of refreshment trolley will be cleaned before it is made available. You must ensure at the end of the booking all crockery etc. is placed back on the refreshment trolley.
- 61) If kitchen has been included in hire, then please ensure all glasses and crockery are placed in the dishwasher before leaving the venue.
- 62) You must ensure any members of your party do not walk around the building during the hire period unless for use of toilet or hand washing reasons.
- 63) You must ensure any member of your party is made aware that the toilet suite on the floor of your room hire only is to be used and to be used by only one person at a time.

Note: this document has been written in line with legislation as at the date contained within the footer below and this legislation may change; You are responsible for complying with legislation current at the time of your booking.

This Additional Conditions of Hire During COVID-19 document applies to the following properties/facilities:






- Armadillo
- Pop Inn Café
- Yate Heritage Centre
- Bowling Green (Sunnyside)
- Brimsham Green School Use of All-Weather Pitch (YOSC)
- Football Fields & Pavilion (Sunnyside)
- Hire of Open Spaces
- Parish Hall
- Poole Court
- Tennis Courts (Sunnyside)

Following completion of risk assessments for PIC and HC any additional items to be added to above.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

-  We have carried out a COVID-19 risk assessment and shared the results with the people who work here
-  We have cleaning, handwashing and hygiene procedures in line with guidance
-  We have taken all reasonable steps to help people work from home
-  We have taken all reasonable steps to maintain a 2m distance in the workplace
-  Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employer _____
Employer representative signature

Employer _____
Employer name Date _____

Who to contact: _____
Your Health and Safety Representative -
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Please see attached Risk Assessment relevant to the property/facility you are hiring.



Yate Town Council Properties/Facilities – COVID-19 Test and Trace Form

You are responsible for recording and providing Yate Town Council with a list of all contact details for those attending your event, please use this form to capture the necessary information required and submit to Yate Town Council along with your signed conditions of hire. Please ensure you advise Yate Town Council of any changes to your attendance list on the day of your event.

Yate Town Council is legally required to request these contact details for every member of every party, record and retain these details for 21 days, and provide them to NHS Test & Trace without delay when required.

Venue Hired.....

Date of Hire.....

Name of Hirer.....

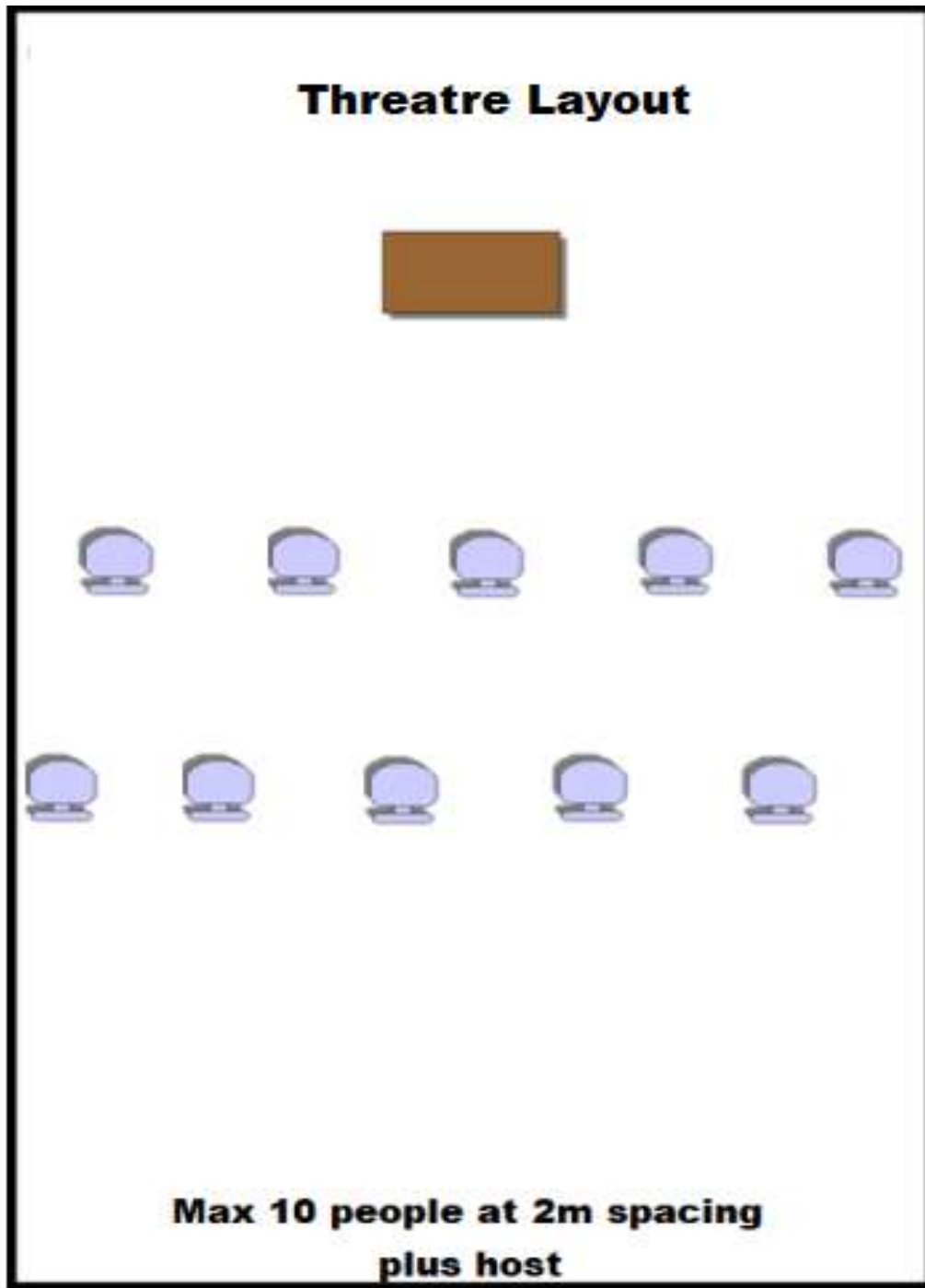
Contact Telephone Number.....

Email Contact Address.....

Please list below details of all guests attending your event:

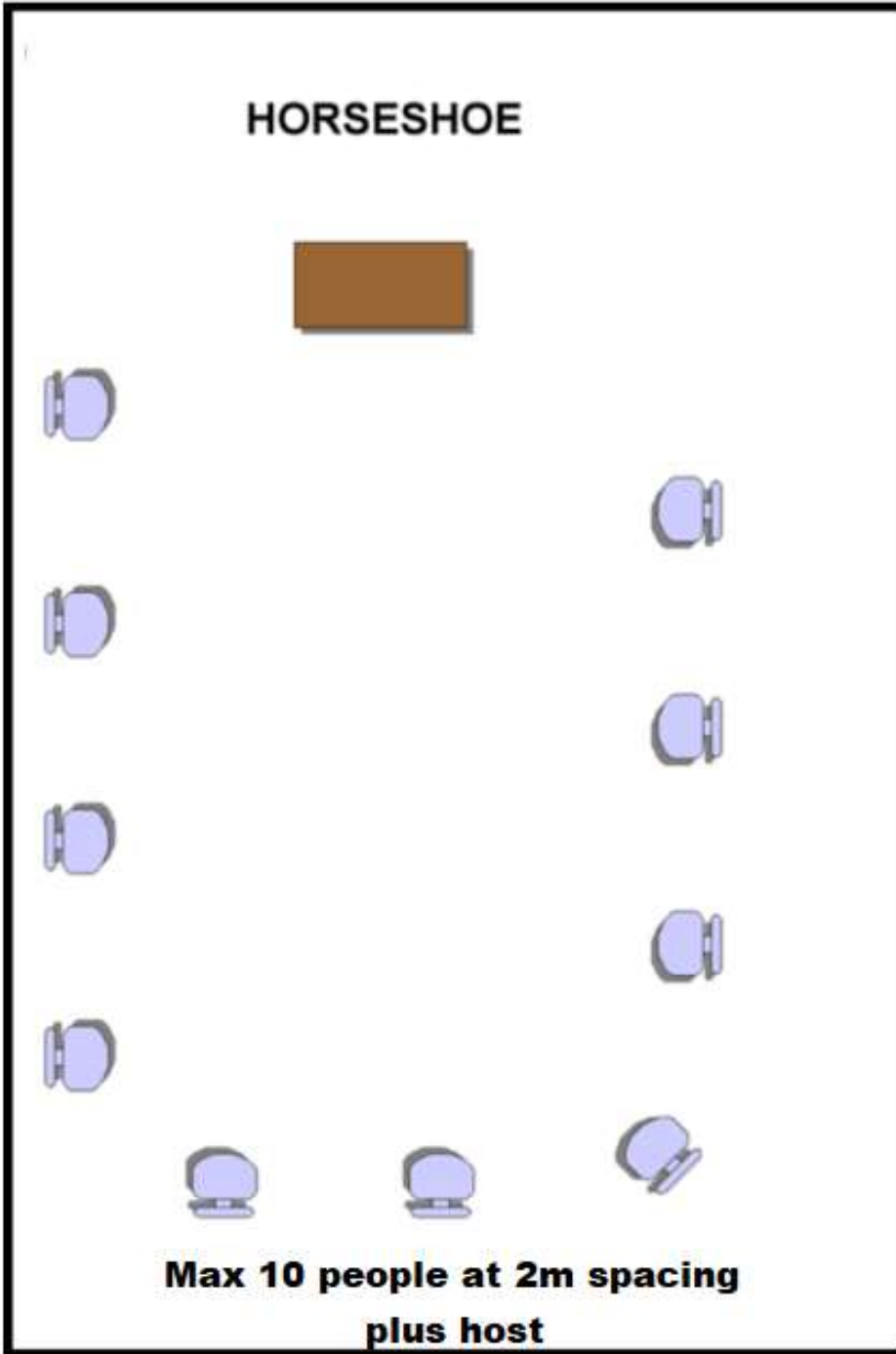
Name of Attendee	Telephone Contact Number	Email Contact Address

Recommended/ Preferred Layout



NB: Illustrative depending on room hired; numbers allowed may be different due to size of the room.

Horseshoe layout



NB: Illustrative depending on room hired; numbers allowed may be different due to size of the room.