

## Fenstanton Church Centre: Terms and Conditions of hire

The Fenstanton Church Centre has **extra requirements** from you, as the hirer, during this time of **COVID-19** and it is your responsibility, as the hirer, to make sure you comply.

Please check that your event/activity is within the permitted organised activities as published in the government guidance at the time of hire.

These **special conditions** for hire will be updated as necessary. Please sign the booking form to say you have read and understood them.

- You, the hirer, must be responsible for making sure that everyone attending your event/meeting/activity should adhere to the COVID-19 secure guidelines for the time of your hire.
- Please note that the numbers attending your event/meeting/activity **MUST** comply with the government restrictions and the number for capacity of the area you have hired (whichever is the greater). You should consult and comply with the “permitted organised gatherings” as detailed in the current government guidance which details what can be allowed and what is exempt. You will need to allow extra space so that people do not mix/mingle where you have groups of 6, or two households. Each group must not mix/mingle with another group.
- You, the hirer, **MUST** make sure you keep details of the event/meeting/activity you have booked (date/time) and you **MUST** have the name and contact details (phone/email) of all those who attended. If your hire includes the serving of drink or food then you **MUST** have the contact details for **everyone** attending. The Church Centre QR code can be used for this purpose.
- Please allow time for extra cleaning of door handles, light switches, chairs and tables etc and other surfaces you use during your time of hire, **both before and after your hire**. You will not be charged for the extra time required for this cleaning. Please do not spray cleaner directly onto electrical equipment, use a cloth. There will be cleaning supplies available at the centre.
- Please make sure that everyone uses hand sanitiser, especially when entering the building and at other times, as necessary. Face coverings are required in community buildings unless exempt, but can be removed if there is a reasonable excuse (such as food/drink, disability).
- Please operate a one way system in through the main entrance and out through Bertha Pitfield room, being aware of anyone who will need help with that exit route. If disabled exit is required, then please ask others to create a physical distance from the main entrance area so that a safe route can be made for those requiring to exit the building via that route.
- Please note that everyone who is likely to attend your event/meeting/activity that you, as the hirer, has organised **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the Church Centre premises, they **MUST** seek a COVID-19 test. If a person becomes unwell while on the premises, you, as the hirer, must tell the person to go home immediately, to seek clinical advice, if necessary, and to advise the Church Centre contact person, if there is any risk of transmission of covid-19.
- If the people attending are to be served any drink or food, even if they have brought it themselves, you, as the hirer, **MUST** make sure there is no mixing or mingling between groups or tables, and that all drink and food is consumed while seated.
- Money: it is advised that contactless payment should be used where possible. If cash, then one individual should use a container, not to be passed round.
- You, the hirer, will make sure the Church Centre area that you have hired will be well ventilated throughout your hire, with doors and windows (except fire doors) open as far as convenient. You will be responsible for making sure all doors and windows etc are securely closed when you leave.
- You, the hirer, are responsible for taking away all rubbish with you during your time of hire, paying particular attention to tissues, paper towels and cleaning cloths. Double bag if you think there is any risk, or if a person has been taken unwell with COVID-19 symptoms during your time of hire.
- Should the Church Centre need to be closed for any reason, particularly if there has been a risk due to COVID-19, then we will get in touch with you as quickly as we can and you will not be charged for that booking. This applies to closure of public buildings beyond our control.

## General Terms and Conditions of hire:

### Conditions of hire:

- All hirers must be aged 21 or over.
- The Church Centre is a non-smoking site.
- All users must act with courtesy to the local community and see that noise does not disturb the neighbours.
- All functions held on the Centre premises must end by midnight on the day of hiring, unless an extension has been agreed with Church Centre Committee.
- Fenstanton Church Centre Committee does not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending the Church Centre.
- Fenstanton Church Centre does not undertake safe custody of property remaining on the premises.
- If any damage is made to the premises including furniture and fittings, whether destroyed, stolen or removed as a result of the negligence of the hirer or their invitees, during the period of hire, then the hirer must pay Fenstanton Church Centre the full cost to reinstate or replace as necessary.

### Legalities:

- The hirer is responsible for taking out appropriate insurance to cover any loss, damage or injury occurring during the let.
- No excisable liquor shall be sold unless an occasional licence has been obtained by the hirer or on their behalf and the hirer shall ensure that any conditions attached to the licence are complied with.
- The hirer should not infringe copyright legislation. The hirer shall be expected to comply with the regulations of the Performing Rights Society.
- If any part of the premises are to be used for purposes of gaming and games of chance of any description the hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act 1963, the Gambling Act 1968, or any subsequent amending Act are fully observed and complied with.
- Fenstanton Church Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all hirers, staff, and volunteers to share this commitment. Commercial hirers whose activities include children or vulnerable adults must have a Child and Vulnerable adult policy in place. They may also be required to have passed a Disclosure & Barring Service (DBS) check. The Church Centre committee will always ask to see a copy of both their DBS check and Child and Vulnerable Adult Protection policy before hiring, in compliance with the Church Centre's own policies.

### Hirer's responsibilities:

#### Booking process:

- All bookings should be made using the Booking form and returning it.
- Contract hirers may have use of the required door key(s), which must be handed in when the contract ceases. **Casual hirers must arrange a mutually convenient time to collect a key.** The key will be wiped and sanitised and handed to the hirer in a bag, which is then needed to be returned in the bag.
- The cost for the replacement of keys that are lost or mislaid will be charged to the hirer.
- Hirers should be aware, that separate rooms of the building may be booked for use by different hirers concurrently; lobby and toilet facilities will be shared in this situation. Please book & use the rooms that you will use. If not, an additional charge will be incurred.
- The Church Centre Committee reserve the right to cancel any booking without offering an explanation.

#### Day of hire:

- The courtyard may be used to unload but car access to the Old School house (behind the church centre) must be maintained.
- Hirers and all users are then encouraged to park in the Church Street car park on the corner of Church Leys & Church Street (PE28 9HR). Cars and their contents are left at owner's risk.
- It is the hirer's responsibility to ensure that all equipment brought onto the premises meets current safety regulations. Fenstanton Church Centre cannot be held responsible for any accident that involves any equipment the hirer and users have brought onto the premises.
- During use, all hirers should ensure that entrances and lobby areas are not obstructed.
- No pins or nails shall be used to decorate the hall. To display decorations, please use **blu-tack only**.
- A first aid box and an accident book are located in the kitchen area.

#### At the end of your booking:

- Please ensure clean tables and chairs that have been used are returned to the storage areas, the floor is swept, and the toilets are left in a tidy condition.
- If the kitchen and equipment are used, all surfaces should be wiped down and left in a clean and tidy condition. **Rubbish should be put in bags and taken away.** Any extra cleaning costs if the premises are left in a dirty and untidy state will be recoverable from the hirer.
- It is the responsibility of the hirers to ensure that all lights, heaters and electrical appliances (excluding the kitchen fridge) are switched off prior to vacating the premises.
- The hirer should ensure that all external doors are locked and windows closed before leaving, and if the upstairs room has been used, that the door is locked at the bottom of the stairs.

Fenstanton Church Centre: Casual Booking form -  
Restricted use due to Covid-19 regulations



**Hirer's Contact Details:**

Name:

Address:

Postcode:

Home number:

Mobile number:

Email:

**Details of booking:**

Date of Hire:

Start time:

End time:

Total hours:

Area	Price per hour incl. VAT. N° 230019561	Total cost
Main hall and Bertha Pitfield room open space- Max capacity 30 people	£15.00	

**Questions:**

Are you booking for yourself or on behalf of an organisation?	Self / Organisation
Please give the name of your organisation (if applicable)	
Please indicate the purpose of your booking/type of event	
Will you be using the kitchen?	YES / NO

Please ensure that you arrange collecting the key with the bookings clerk (Details below)

For larger events, please contact the booking secretary (details below) to arrange use of the PA system if required.

Payment Options	Please tick	For office use only
Cash		
Cheque payable to "Fenstanton Church Centre"		
Bank transfer Sort code: 20-43-63 Account number: 93186830	Date of transfer:	

To confirm your booking, please return this form with payment to the bookings clerk:  
 Mrs Pamela Hucklesby at 51 Middleton Way, Fen Drayton, Cambs, CB24 4SU  
 Email: churchcentre@outlook.com or telephone: 01954 230471

**THANK YOU**

By signing I agree to all terms and conditions and will adhere to the additional special conditions relating to COVID-19. I also confirm I am over the age of 21.

Signature: .....

Date:.....