



## **Special Conditions of Hire during COVID-19**

**NOTE: These conditions are supplemental to, not a replacement for, the Curzon Centre ordinary conditions of hire.**

### **SC1:**

You, (the hirer), will be responsible for ensuring those attending your activity/class comply with the COVID-19 Secure Guidelines while entering and occupying the Curzon Centre, as detailed in the attached '**Curzon Centre COVID-19 Re opening guidance for the safe use of the building**' and also shown on the poster which is also displayed at the hall entrance, in particular wearing a face covering and using the hand sanitiser supplied when entering the building.

### **SC2:**

You undertake to comply with the actions identified in the '**Curzon Centre COVID-19 risk assessment**', of which you have been provided with a copy.

### **SC3:**

The hall will be cleaned by our regular cleaners at the beginning of each day. However since the Curzon Centre is used by multiple groups/organisations you will be responsible, before your group arrive, for cleaning all regularly used surfaces during your period of hire (including tables, door handles, switches and alarm panel, folding chairs) using the products supplied in the '**regular user cleaning pack**'. (Please contact the office, 01494 672891, to arrange collection of the items) You will be responsible for replacing the supplied cleaning items when they run out at your own expense.

All high traffic surfaces/areas that require cleaning before/after each use will be clearly marked with red tape, a list of areas requiring cleaning will also be listed on a laminated sheet clearly visible in each room.

Please take care cleaning electrical equipment. Use cloths - do not spray!

You will also be required to clean the rooms you use on leaving the Curzon Centre and will be asked to sign a record sheet confirming you have completed this with a time. A record sheet will be in a clipboard in each room so as to keep track of who cleaned which room as sometimes several users are in the building at the same time.

**SC4:**

You will make sure that everyone likely to attend your activity/class understands that they **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 premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test.

**SC5:**

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6:**

You will ensure that when people attend your activity/class, that social distancing will be maintained. You will ensure that people attending adhere to current government guidelines until further notice. Whilst inside the Curzon Centre people must not socialise with anyone they do not live with or who is not in their support bubble under any circumstances. You will ensure that your participants wait outside the Curzon Centre and that no-one enters the building until you are ready to start your class/activity. The main entrance should be used for people accessing the Watson Room and the Page Hall and the side entrance should be used to access the Owen Room and Curzon Centre office.

The Curzon Centre has purchased a digital thermometer, (stored in the kitchen next to the first aid box), it is up to you the hirer to decide if the participants in your class/activity should have their temperature taken on arrival. If anyone has a high temperature they should not enter the building and seek medical advice.

Once your activity/class has ended participants should leave the premises immediately, they must not socialise indoors with anyone they do not live with or who is not in their support bubble under any circumstances. Participants should leave the Curzon Centre via the nearest fire exit helping to reduce any cross over of people. For security, fire exits need to be closed by you, the hirer, before setting the alarm and leaving the building via the main entrance.

The maximum capacity, to enable social distancing, in each room of the Curzon Centre is recommended as follows:

**The Page Hall** - Maximum capacity for high level activity is 32 people, or 175 people theatre style or 100 people sitting at tables.

**The Owen Room** - Maximum capacity for high level activity is 15 people or 40 people theatre style or 30 people sitting at tables.

**The Watson Room** - Maximum capacity for high level activity is 8 people or 20 people theatre style or 15 people sitting at tables.

**SC7:**

Everyone entering the Curzon Centre must wear a [face covering](#) in shared and potentially crowded areas such as the foyer & toilets where social distancing isn't always possible and where users will come into contact with people they do not normally meet, unless an exemption or other government guidance applies. You, the hirer, will be responsible for deciding if face coverings should be used during your class/activity.

Face coverings are optional for children under 11 but should not be used by children under the age of 3 or those who may find it difficult to manage them correctly – see a [list of individuals this might apply to](#). Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

**SC8:**

You will make sure that no more than two people use each suite of toilets in the main foyer at one time. The toilets in the side foyer are to be used by only one person at any one time. “Engaged/Vacant” signage is at the entrance to the male and female toilets to limit the number of people within these areas.

**SC9:**

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, kitchen 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.

**SC10:**

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face.

**SC11:**

You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event. This can be done by either operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster (at the Curzon Centre entrances and in each room) to register their attendance and by keeping a record of any people who do not register using their smartphone app and the Curzon Centre's NHS QR poster or your own NHS QR poster.

**SC12:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided in the Curzon Centre. Large amounts

of rubbish should be bagged up and placed in the commercial bins behind the building next to the basketball/overflow carpark.

**SC13:**

You will encourage users to bring their own drinks to the Curzon Centre. The kitchen will only be open for access to drinking water, the first aid kit / COVID -19 First aid box and digital thermometer.

**SC14:**

The Trustees will have the right to close the hall 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 if it is reported that the Special Hiring Conditions in this document 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 due to government regulations. If this is necessary, the Curzon Centre Management will do their best to inform you promptly and you will not be charged for this hire.

**SC15:**

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Curzon Centre you should move them to the designated safe area which is the disabled toilet in the main foyer. All necessary cleaning and PPE is provided in the '**Curzon Centre COVID-19 First Aid Box**' which is stored in the Kitchen next to the existing first aid kit. Tissues and paper towels should be disposed of into a plastic bag, which is sealed and placed in a secure place for 72 hours before being disposed of into the general rubbish collection. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Curzon Centre management on 01494 672891.

**SC16:** For events with more than 30 people (when allowed) you will be required take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards 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.

**SC17:**

In order to avoid risk of aerosol or droplet transmission 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.

**SC18:**

Where a sports, exercise or performing arts activity takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity paying close attention to any social distancing government guidelines.

**SC19:**

If your activity requires equipment, you will ask those attending to bring their own equipment and not share it with other members. You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use. If equipment is kept at the Curzon Centre you are responsible for cleaning it before storing it back in the Curzon Centre cupboards.

**SC20:**

In the event of an emergency evacuation of the Curzon Centre people do not have to stay 1 or 2m apart if it would be unsafe to do so.

**SC21:**

If you need to speak with the Curzon Centre management you are encouraged to contact them by email or by telephone so as to reduce the number of face to face contacts. If you do come to the office door to speak with the Curzon Centre Management you will be asked to knock and wait to be seen adhering to social distancing rules.

**SC22:**

You are required to complete a COVID-19 risk assessment relating to your activity/class and provide a copy to the Curzon Centre Management before your first secession/booking in April 2021.

**SC23:**

You are required to show the Curzon Centre Management that you have have adequate public liability cover to run your activity/class from April 2021 onwards.

I have read and understood the Curzon Centre ***‘Special Conditions of Hire during COVID-19’*** and as the hirer I will ensure my activity/class and the participants follow the guidelines for the safety of all concerned.

**Organisation/Group:** .....

**Hirer Name:** .....

**Contact Telephone:** .....

**Signature:** .....

**Date**.....

**Please return a signed copy of this document to the Curzon Centre along with a copy of your Covid-19 risk assessment and public liability insurance certificate before your first session back from April 2021 onwards via email, [info@curzoncentre.org.uk](mailto:info@curzoncentre.org.uk) or posted to The Curzon Centre, 43 Maxwell Road, Beaconsfield, Bucks HP91RG.**