

## LISS TRIANGLE CENTRE HIRE CONDITIONS AND SPECIAL COVID-19 CONDITIONS

1. Liss Community Association (LCA) or its agent gives no warranty of the suitability of the premises for the use to which the hirer intends to put them. The person who signs the booking form shall be deemed as the hirer.
2. Rooms are available for hire providing hirer complies with conditions & lease of the premises and grounds (a copy of the lease is available for inspection up request). Hiring does not create a tenancy or any legal interest in the property. Max x100-Hall, Max x120-Classrooms, Max x60-Annexe, Max x12-Lower Meeting Room, Max x16- Upper Meeting Room shall be permitted to be on the premises at any one time.
3. LCA reserves the right to reallocate rooms to accommodate the needs of all clients. Hirers will be offered an alternative similar room at no extra cost.
4. Occasional bookings shall be pre-paid at the time of booking.
5. Regular bookings will be invoiced at the end of every month.
6. Two weeks notice in writing is required for cancellations. Bookings cancelled without two weeks notice will be charged at the full rate.
7. Overruns on the period of booking will be surcharged at the discretion of LCA.
8. Overdue payments will be subject to surcharge.
9. Electricity, heating and lighting shall remain under the control of the Association at all times.
10. LCA accepts no responsibility for loss or damage to property.
11. The hirer must ensure that any electrical equipment (not belonging to LCA) that is brought into & used on the premises is compliant with the Health & Safety Regulations for Portable Appliances in force at the time of hire.
13. Liquor can only be sold on the premises by the Management Committee of LCA. Liquor may be consumed at a private party provided it is free and entry is free.
14. If recorded copyright music is played during the hire period the hirer is responsible for ensuring that either they or their 'disc jockey' hold a Phonographic Performance Licence.
15. All property or goods whatsoever belonging to the hirer shall be removed immediately on completion of the hire at his own cost.
16. Smoking is not permitted in any part of the building.
17. Smoke machines are not permitted in any part of the building.
18. All reasonable precautions against the outbreak of fire must be observed and no gas cylinders or goods or materials liable to create a fire risk may be brought onto the premises.
19. The hirer will be deemed responsible for ensuring all visitors are aware of the evacuation plan and of any fire precautions.
20. The hirer is responsible for damage to LCA property, however caused, during the period of hire & for the behaviour of all persons attending the premises during the period of hire and for ensuring that no nuisance is caused inside or outside the premises. LCA will charge the hirer, at reasonable cost, for any repairs & or replacements for which he/she is responsible.
21. LCA reserves the right to levy a deposit against any exceptional costs incurred by LCA resulting from the hiring, such as staff callouts & extra cleaning.
22. The use of the kitchen may be shared by those who have a booking, provided it is not in use for service to the public.
23. The hirer will take reasonable steps to return the rooms to their original clean & tidy state at the end of the hire including removing all rubbish.
24. Access to storage area needs to be agreed with Triangle staff due to restricted access times.

## Special Conditions relating to Covid-19

### **SC1**

You the hirer will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering the building, as shown on the poster which is displayed at the hall entrance, in particular using the hand sanitiser when entering the hall and after using tissues.

### **SC2**

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

### **SC3**

The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including table, wash hand basins, door handles) using the products supplied. Please take care when cleaning electrical equipment. Use Cloths—do not spray.

### **SC4**

You will make sure that everyone 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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

### **SC5**

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.

### **SC6**

You will insure that no more than suggested numbers attend your event/activity in order that social distancing can be observed. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas. You will make sure that no more than 1 person use each toilet facility at any one time.

### **SC7**

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over who are 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.

**SC8**

You will position furniture or the arrangement of the rooms 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. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face et. Using a wide U shape.

**SC9**

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 room.

**SC10**

We will have the right to close the hall if there are safety concerns relating to COVID-19 for example if somebody has attended the hall develops symptoms and thorough cleansing is required or if it is reported that Special Hiring Conditions are not being complied with, whether you 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 with this hire.

**SC11**

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should remove them to the designated safety area which is the Annexe. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 centre manager on 01730 301000 or 07788 924791

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