



**Dawlish Town Council**

**Manor House**

**&**

**Riverside Centre**

**COVID-19**

**Additional Room Hire Terms & Conditions**

**20/07/2020**

Version 1  
Version 2  
Version 3

Created 20.07.2020  
Amended 09.08.20  
Amended 17.08.20

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## INFORMATION FOR HIRERS

The following conditions are necessary, following the COVID-19 pandemic, and will be in place from 20/07/2020; these conditions will be reviewed monthly and any updates will be communicated as swiftly as possible.

1. All new bookings must be made at least 24 hours in advance and must be received and confirmed by 1:00pm on the day prior to the booking. No bookings will be accepted on the day.
2. All adult visitors to a community building, and children over the age of 11, must wear a face covering (as of August 8<sup>th</sup>), at all times. The only exception to this is for exercise classes and we would ask that participants wear the face covering until they are in the hired room and wear the covering if they leave the room at any time.
3. All attendees to the building will be requested to comply with the Government test and trace procedures. This will require Dawlish Town Council, as the hirer, to issue the lead person's details if requested. The lead person will be required to keep an accurate attendance register, where possible, for 21 days.
4. The building is COVID secure. All attendees are requested to use the hand sanitiser on entry and obey the social distancing guidelines.
5. Attendees will be required to follow the one-way system in and out of the building.
6. Attendees will not be admitted prior to the room booking start time. There will be no waiting area inside the building. Attendees are requested to arrive on time and wait outside until the start time.
7. Queuing to enter or exit the building should be avoided unless carefully managed; hirers will be required to monitor the flow of their group into and out of the building, avoiding any possible congestion.
8. Anyone collecting from the building, should remain outside until the person they are collecting vacates.
9. All hirers should check their insurance policy for cover in the event of a coronavirus outbreak.
10. An isolation room has been made available at the Manor House. If anyone in the group becomes ill with suspected COVID 19 symptoms, they should be removed from the room and placed in Room 5 until transport home can be arranged.
11. There will be no kitchen facilities available, or any catering.
12. Additional cleaning time is required between bookings which may necessitate regular room users adjusting their hours of hire. Every attempt will be made to facilitate current bookings, within the social distancing guidelines.
13. All users are required to check the guidelines on the government website, [www.gov.uk](http://www.gov.uk) and ensure they comply with the regulations that relate to their specific activity or

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sector. Hirers should do their own risk assessment to ensure they are able to comply with the guidelines for social distancing and group activities.

14. Room capacities will depend on the activity taking place. Where possible, 2m should be adhered to.

**Please put a cross in the box below to confirm that you have read and adhere to these terms and conditions. Sign, date and return via email (a digital signature is fine).**

I agree to the terms and conditions set out above

Signed.....

Date.....