



THE CADBURY HALL, FRAMPTON



LAKE LANE, FRAMPTON-ON-SEVERN, Gloucestershire,
CADBURY HALL FACILITIES

BOOKING FORM / HIRE AGREEMENT

The Frampton Community Association agrees to permit the Hirer the use of facilities within the Cadbury Hall, Frampton for the purposes and periods described below.

The Hirer agrees to observe and/or carry out the provisions and stipulations contained or referred to in the FCA documents listed below:

1. **Standard Conditions of Hire'** available on the website/downloadable sheets.
2. **Special Covid-19 Conditions of Hire** (attached and on the website).
3. **Hirers - Conditions for the Sale and Consumption of Alcohol** (attached),
4. **Hirer's Emergency Guide** (attached)
5. **Food Safety Guidelines** available on the website/downloadable sheet.
6. **Bouncy Castle Conditions** available on the website/downloadable sheet.

The Hirer agrees to submit **risk assessments including Covid-19** when booking (attached)

AS WITNESSED THE HANDS OF THE PARTY HERETO:

Signed by the Hirer on their behalf (and the Organisation/ Company named, if any)

(i) I confirm that I have read and understood, and will adhere to all the Conditions of Hire referred to above, especially those relating to alcohol.

(ii) I understand that I am liable for full payment of all fees due.

Do NOT sign if emailing the form. Signed:

Please print name:

Name of Organisation/Company, if any:

Signed by the Bookings Secretary (on behalf of FCA Executive Committee)

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General Data Protection Regulation & Data Protection Act.

- The FCA collects and processes individuals' personal data to carry out the activities and obligations of the charity.
- Details of the personal data we collect, what we need it for, the lawful reasons why we collect it, and your rights concerning it are contained in our Privacy Notice, which you can download or see on our website home page or at <https://www.framptoncommunitycentre.org.uk/wp-content/uploads/2020/08/FCA-Privacy-Notice-11-Aug-2020.pdf>

For FCA use only:						Bar Fee	
Date form received		Booking Deposit		Security Deposit		FSSC notified of bar requirement	
Confirmation sent		Invoice Number		Total cost		Balance due	

**This Hire Agreement is made between Frampton Community Association and:
The Hirer** (Min Age: 21)

Name:
Post codeEmail:
Contact Tel. No.....

Facilities required – please tick the relevant boxes

Main Hall		Upstairs Annexe (1)	closed	Use of the stage	
Lounge	closed	Meeting Room (1)	closed	Use of audio equipment	
Kitchen	closed	Alcohol and Bar (2)	closed		
Other items, eg, bouncy castle or hog roast					

Note 1: Please be aware that there is no provision for disabled access to this area.

Note 2: it is a condition of hire that you adhere to all the requirements of the **Conditions for the Sale and Consumption of Alcohol**, which are attached for your retention.

Numbers attending (30 maximum and no more than 12 children for parties) and **Nature of Function** (e.g. Disco, Birthday/Retirement Party, Craft Sale etc.).

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Period of Hire: (All functions must end not later than 11.30pm, unless specially arranged at the time of booking at extra charge.)

Day / Date of Hire			
Function Time	Session:	or Hourly: From	To
Preparation Time (1)	From:		

Note 1: Preparation Time – this applies only if the area is not in use by someone else:

For a hire of a session – 1 hour free before and after hire period, then charged at hourly rate

For less than a session – 30 mins free before & after hire period, then charged at hourly rate

Hiring Fee : A **booking deposit of 50%** (min £20.00, or the total amount if less than £20.00) is required to secure a booking, with the **balance paid at least a week before the event.**

Pay by cash, cheque or BACS (BACS details: **Account number 2101 2290, Sort code 40-43-42**)

Security Deposit: A separate returnable **deposit of £75** in the form of a cheque is required (see Conditions of Hire).

Please fill in pages 1-4 of this form and either (1) post them to the address above, or (2) put them through the letterbox in the first door on right-hand side of the hall, or (3) email them to foscommunityassociation@gmail.com, and put the payment into the letterbox.

Make all cheques payable to: **“Frampton on Severn Community Association”**. We will then send you a confirmation invoice/receipt of your booking.

Frampton Community Association RISK ASSESSMENT FORM



This form must be returned with your Booking Form which cannot be processed without it.

You may submit your own Risk Assessment form instead, should you wish.

Name of Hirer:.....

Will you be hiring in any services.....

Activity Please indicate which description most reflects the activities of your event (child's party, anniversary party, etc) and include a short description

Hazards associated with the above event

1. Please indicate (a) with a tick which of the following hazards are possible at your event, (b) whether they are high/medium or low possibility, and (c) how you will minimise each risk.

2. Please assess whether there are any other hazards to guard against, and add them in below.

<u>Hazard</u>	<u>Yes/No</u>	<u>H/M/L</u>	<u>How you will minimise the risk</u>
Slipping & Tripping			
Electrical Equipment			
Vulnerable children			
Vulnerable adults			
Supply of alcohol to children			
Late Night Disturbance to local residents			
Loud Music / Noise Pollution			
Fire & Candles			
Flammable Liquids			
Scalding Water from taps or kettles			
Food preparation and serving			
Induction Hob in kitchen		H	No-one with a pacemaker allowed in the kitchen when the hob is in use
Use of Sharp Implements			
Hot Surfaces			
Bouncy Castles			
Use of Ladders			
Dangerous Equipment			

Signed: **Date:**

COVID-19 Risk Assessment for hirers of the Cadbury Hall

This sample document is a guide to help you produce your own COVID-19 risk assessment for Cadbury Hall. It is intended as a supplement to a group's ordinary Risk Assessment. Please amend any box as necessary, and add any other areas of risk which you identify. Please return to FCA with booking form.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Hall cleaner or previous hirers have not cleaned hall or equipment used.	Check board for when hall was last cleaned. Make sure regularly used surfaces have been cleaned before hire, e.g. tables, sinks, door and toilet handles.	No food allowed in the hall. Bring your own drinks. Can we bring our own equipment?
Managing social distancing, especially people attending who may be vulnerable	People do not maintain 2m social distancing (or 1m plus mitigating actions for short periods).	Ensure that the group complies with social distancing as far as possible and uses one-way system. Send people home who do not comply. Limit numbers using toilets to one.	.
Respiratory hygiene	Transmission of Covid-19.	Wear a face covering at all times Encourage group to avoid touching mouth, eyes, nose. “Catch It, Bin It, Kill It”, and bring tissues. Ask all to put them into a bin or disposable rubbish bag, then wash or sanitise hands. Maximise ventilation.	You do not need to wear a face covering if it would affect your ability to take part in strenuous exercise. Hall will provide hand sanitiser, but it's sensible to bring your own.
Hand cleanliness	Transmission of Covid-19.	Use sanitiser on entering and leaving the hall, and Wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission of Covid-19. Contact details not available for Test and Trace.	Send person home or move to kitchen. Follow instructions. obtain contacts, inform hall.	Covid-19 first aid kit and Covid-19 action plan available in the kitchen.
Specific requirements of my group.	Increased risk by not meeting conditions relating to numbers, vulnerability, activity type, etc.		

FCA Special Conditions of Hire during COVID-19

Note: These conditions are in addition to, not a replacement for, the Cadbury Hall's standard conditions of hire available on our website.

SC1: 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 and Trace system to alert others, and they **MUST** get a Covid-19 test.

SC2: 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 hall, as shown on the poster displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and leaving the hall, and washing their hands after using tissues.

SC3: You will keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Test and Trace if required. (People are not obliged to provide details).

SC4: You undertake to comply with the actions identified in your risk assessment.

SC5: You will check whether the hall has been cleaned prior to your booking.

You will be responsible for the cleaning of the tables and chairs that you plan to use. You should therefore plan to arrive early. To minimise the risk from heavily used surfaces such as door handles, light switches, window catches, etc, you should open the doors and turn on the lights prior to the start of your session.

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

SC6: You will keep the premises well ventilated throughout your hire, with windows and doors open to maximise airflow. You will be responsible for ensuring they are all securely closed on leaving. For Zumba and similar, please leave the top windows in the hall open.

SC7: You will ensure that no more than the number of people permitted for your activity come into the hall, and that the social distancing requirements for your activity are met. You will ensure that everyone attending:

1. Maintains 2m social distancing in the building and while waiting to enter the premise.
2. Observes the one-way system within the premises, and
3. Observes social distancing of 1m plus mitigation measures when using more confined areas (moving equipment, accessing toilets), which should be kept as brief as possible.

You will ensure that no more than one person uses each toilet area at a time.

SC8: You will ensure that all your group wears a face covering at all times in the building unless certain circumstances apply. We will keep a full list of exemptions available in the hall. Two of note are (1) if wearing a face covering would cause you severe distress, and (2) if it would negatively impact on your ability to exercise or participate in a strenuous activity.

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 up to two households 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, 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 e.g. using a wide U-shape.

SC11: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should move them to the **designated safe area**, which is **the kitchen**. A copy of the Covid-19 symptoms action plan and a Covid-19 first aid kit will be available in the kitchen. You are to follow the action plan and use the first aid kit as necessary. 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. Please inform the hall on 07885 756789 or 01452 741225.

SC12: We 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 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 any hire periods cancelled.

SC13: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.

SC14: You will advise users to bring their own drinks, as the kitchen is closed. No food is allowed in the building.

SC15: No more than 30 people are permitted in Cadbury Hall at any time, and no more than 12 children for parties. Children must always be supervised by an appropriate number of adults.

SC16: To avoid the risk of aerosol or droplet transmission, you must avoid the need for people to unduly raise their voices.

SC17: Other special points.

1. Where Zumba or equivalent takes place. You will organise your activity in accordance with guidance issued by the relevant governing body and/or the government whichever is the more stringent.
2. Where a group uses their own equipment. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.