

# 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.**
4. **Hirer's Emergency Guide.**
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)

.....  
**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/2020/12/Data-Protection-Policy-16-Nov-2020.pdf>.

<b>For FCA use only:</b>						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 code .....Email: .....
Contact Tel. No.....

**Facilities required** – please tick the relevant boxes

Main Hall		Upstairs Annexe <b>(1)</b>		Use of the stage	
Lounge		Meeting Room <b>(1)</b>		Use of audio equipment	
Kitchen		Alcohol and Bar <b>(2)</b>			
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.**

**Numbers attending** – dependent on the function.

**Nature of Function** (e.g. Disco, Party, Craft Sale, Fundraiser etc.).

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**Period of Hire:** (All functions must end not later than 10.00pm, unless specially arranged at the time of booking.)

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

**Preparation Time: this only applies if the area has not been booked 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 BACS, cash or cheque (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.

**Please fill in pages 1, 2 & 5 of this form** and either (1) post them to the address above, or (2) put them (plus cash or cheque if not using BACS) through the letterbox in the first door on right-hand side of the hall, or (3) email them to [foscommunityassociation@gmail.com](mailto:foscommunityassociation@gmail.com).

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

## **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 must 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** have had **any Covid-19 symptoms in the last 48 hours**, and **that if they develop symptoms within 10 days** of visiting Cadbury Hall, they **MUST** seek a Covid-19 test.

**SC2:** You, the hirer, are 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.

**SC3: Test and Trace.** You are encouraged to **keep a record of the name and contact details of everyone who attends each of your bookings**, as well as the date and time of your activity. You can record contact details by (1) keeping your own record, (2) using the hall's NHS QR poster or (3) by filling in the form in the entrance lobby.

**Note.** Under GDPR you cannot use contact details collected for NHS Test and Trace for any other purpose, and you must delete any personal data collected for this purpose 21 days after the activity.

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

**SC5:** Please use the hand sanitiser on entering and leaving.

**SC6:** The hall will be cleaned once per day. To minimise the risk from frequently touched surfaces such as door handles, light switches, etc, you should **open the doors / windows, and turn on the lights prior to the start of your session, and then wash your hands**.

**SC7:** You must **keep the areas you are using well ventilated throughout your hire**, with windows and doors open to maximise airflow. Also, in the main hall, use the hall fan to spread the fresh air around. If you are the last user of the day, you are responsible for ensuring windows and doors are all securely closed, and the lights, the fan and taps are off on leaving.

**SC8: Although face coverings are now optional**, we strongly recommend that users follow the latest government guidance to **wear them in crowded and enclosed areas** (<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>, dated 20 Aug 2021).

**SC9: Although social distancing is now optional**, we strongly recommend following the latest government guidance (ref above) to **limit close contact with those you do not normally live with**.

**SC10:** You will ensure that **no more than 75** people attend your activity in Cadbury Hall, and **no more than 25** for exercise activity such as Zumba with movement (2m spacing required for this). Children must always be supervised by adults. Limits for the other rooms are available on request.

**SC11:** Please encourage those using the main hall to observe the one-way systems within the premises.

**SC12:** Where your activity has a governing body, you must **organise your activity in accordance its guidance issued by the relevant governing body and/or the government** whichever is the more stringent.

**SC13:** Please encourage **anyone aged 70 or over or clinically vulnerable to COVID-19** to take additional safeguards if they feel the need.

**SC14:** **In the event of someone becoming unwell with suspected Covid-19 symptoms** while at the hall, they should leave immediately, or if they can't, you should move them to the **designated safe area in the annexe lobby**. A copy of the Covid-19 symptoms action plan and a Covid-19 first aid kit is in the annexe lobby. Follow the action plan and use the first aid kit as necessary. Check you have contact details for the others in the group, and then ask them to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to wash their clothes when they arrive home.

**SC15:** You are **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.

**SC16:** The kitchen is available for use, please follow the rules for its use (shown on the wall).

**SC17:** To avoid the risk of aerosol or droplet transmission, you **must avoid the need for people to unduly raise their voices**, eg, not playing loud music.

**SC18:** **We have the right to close the hall if there are safety concerns relating to COVID-19**, eg, if someone who has attended the hall develops symptoms and thorough cleansing is required or if the Special Hiring Conditions above are not complied with, or in the event that community 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.

# 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
<b>Cleanliness of hall.</b>	Transmission of Covid-19 to other attendees because cleaner has not cleaned hall that day.	<b>Check board for when the hall (and frequently used surfaces) were last cleaned.</b>	
<b>People mingling too closely.</b>	Transmission of Covid-19 to other attendees.	<b>Encourage your group to follow government guidance to limit contact with those you do not normally live with, and to use the one-way systems.</b>	
<b>Respiratory hygiene</b>	Transmission of Covid-19 to other attendees.	<b>Maximise fresh air and ventilation. Encourage your group to follow government guidelines to wear a face covering in crowded places unless exempt. "Catch It, Bin It, Kill It". Ask all to put tissues into a bin or disposable rubbish bag, then wash or sanitise hands.</b>	Open doors and windows. Use the main hall fan or heating to circulate fresh air.
<b>Hand cleanliness</b>	Transmission of Covid-19 to other attendees and to the premises	<b>Wash hands or use sanitiser regularly and on entering and exiting the hall. Wash hands regularly using soap &amp; paper towels.</b>	Hall to provide hand sanitiser.
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission of Covid-19	<b>Move person home or move to kitchen.</b>	Covid-19 first aid kit and action plan available.
<b>Failure to get the details of attendees</b>	Contact details not for Test and Trace when needed.	<b>Obtain contact details and hold for 21 days.</b>	
<b>Not enforcing the specific requirements of my activity</b>	Transmission of Covid-19 to other attendees and to the premises	<b>Fully understand the specific rules of your activity. Ensure attendees adhere to these rules.</b>	

