

## DAY CENTRE PREMISES TERMS AND CONDITIONS OF HIRE

1. **BOOKING:** All booking applications must be made to Paddock Wood Town Council, The Podmore Building, St Andrews Road, Paddock Wood, TN12 6HT, 01892 837373 [admin@paddockwoodtc.co.uk](mailto:admin@paddockwoodtc.co.uk).  
All bookings will be checked against current Government guidance to ensure they are currently permitted by law.  
Bookings during the current climate of Covid-19 will be limited to use of the hall, foyer and toilets, the kitchen will remain closed until further notice.
2. **KEYS:** Arrangements must be made to collect the keys from the town council offices or obtain the code to the key safe.
3. **SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements.
4. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of Paddock Wood Town Council and any contents temporarily removed from their usual positions properly replaced. Please see additional Covid-19 information for further information on replacing tables and chairs and cleaning before leaving the hall.
5. **PARKING:** Cars may be parked to the rear and sides of the building. Please do not use the car park to Dowding House. Additional parking can be found in the public car parks in Commercial Road or on the road.
6. **ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. **SMOKING:** The entire premises and grounds are a No Smoking Zone. For safety reasons individuals should not smoke in the car park.
7. **EMERGENCIES:** In anticipation of an emergency it is the Hirer's responsibility to ensure that they know the location of first aid kits, stopcocks, fuse box and electrical mains switch. The hirer should be aware of the location of the nearest hospital and the postcode of the building.
8. **DAMAGE:** The Hirer will be responsible for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
9. **CAPACITY:** Following social distancing regulations, the capacity of the Day Centre is reduced to a maximum of 18 people (in total) seated.
10. The Hirer shall not interfere in any way with the fuse box, electricity or gas fittings, meter fittings or fixtures on the premises.
11. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
12. **INSURANCE:** The Hirer acknowledges that the loss of any items left unattended is not covered by Paddock Wood Town Council insurance cover.
13. Paddock Wood Town Council reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election

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14. Even if the Hirer has a regular booking for the hire of the premises Paddock Wood Town Council reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.

15. Unless otherwise specified, invoices will be sent out by email. Payment is preferred by BACS.

16. Additional Covid-19 Information

Doors are to be opened by the lead hirer and left open during arrival and departure times. The lead hirer should ensure that there is not congregating in the entrance foyer.

Hirers and clients should wash/sanitise their hands on entering and leaving the building.

Hirers should provide hand sanitiser to their clients who will be visiting the hall.

Hirers and their clients must wear face coverings & limit social interaction with anyone they do not live with outside of the activity they are attending.

Hirers MUST keep a record, for at least 21 days, of group members attending on each occasion (including their contact details), to comply with Government guidance regarding NHS Test & Trace. In addition, you must inform PWTC of anyone who has attended the building who reports suffering symptoms or tests positive for Covid-19.

External doors and windows should be opened to improve ventilation during time in the Hall, please ensure these are shut before you leave.

No activity eg. the playing of music, should require users to unduly raise their voices. Singing is not permitted.

Any waste generated by hirers must be removed and disposed of away from the hall.

Should a group member show/develop symptoms of Covid-19 whilst on site, they must be isolated within the hall with the remainder of the group evacuated once contact details have been obtained, and they have been reminded to sanitise their hands before leaving and to launder clothes when they arrive home. Tissues should be provided to the affected person and hand sanitiser made available. This must then be reported to PWTC.

The Hall has been laid out with the tables with a seat at each end. This is based on the 2 metre guidance. No more than this number may use the hall, and users must ensure that they adhere to the 2 metre distance.

The tables and chairs are to remain in their marked positions for seated events. Chairs must be spaced by 2 metres should tables not be required. Tables and chairs must be replaced in their marked positions before leaving the hall.

Hirers should clean all relevant surfaces before and after each session, these include: tables, handles on chair backs, light switches, door handles, window handles, toilet handles, buttons on fans and any other surfaces touched.

17. PWTC will:

Remove additional chairs to ensure social distancing is maintained.

Put up signage about hand sanitising, social distancing etc.

Arrange bookings so that there are at least 30 minutes between the departure and arrival of different groups.

Mark out the floor to show where tables should be located for distancing.

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Provide hand sanitiser in the entrance hall and soap and paper towels in the toilets.

Increase the cleaning of the hall.

Remove all non essential items from the day centre.

Provide cleaning materials & PPE to allow for cleaning of surfaces.