



IVINGHOE OLD SCHOOL COMMUNITY HUB:
 Registered Charity Number 1165850
RENTAL AND BOOKING FORM,
 with Covid-19 Special Conditions:



visit our facebook page;

email: ivinghoeoldschoolcommunityhub@btconnect.com ;
 telephone 01296-661666

Ivinghoe Old School Community Hub, 2 High Street, Ivinghoe, Leighton Buzzard, LU7 9EF

NOTE: COMMUNITY CAFÉ SPACE is let to 'CuriosiTEA Rooms' Community Café

BOOKING CHARGES FOR COMMUNITY SPACE:

The Space is one large space (Total Area 69.26 sq.m), which can be divided into two separate smaller spaces (each one is 37.65 sq.m and 31.61 sq.m, respectively – one (the slightly larger one) containing a piano, the other containing sinks with drinking water):

Booking Fee for overall Community Space (69.26 sq.m):

£12.00 for first hour, then £10.00 per hour thereafter.

Booking Fee for each of the Sub-Divided Smaller Spaces (37.65 or 31.61sq.m):

£9.00 for first hour, then £7.00 per hour thereafter.

Please note that if catering is required for your function, the CuriosiTEA Rooms Community Café will be pleased to provide for you from their extensive and affordable menu – contact them directly – although do feel free to make your own alternative arrangements if you so wish:

Telephone 07775-831153 or email: hayleywesley79@gmail.com

BOOKING CHARGES FOR 'Cyb-Org' IT Suite:

Stand-alone PC – £2 per hour per PC (four available)

Rental of complete Suite – £10 per hour, or £75 per day

Printing – 10p per sheet (B&W), 50p per sheet (Colour)

Photocopying (B&W) – 10p per sheet (A4); 20p per sheet (A3)

Lamination – 50p per A4 sheet



IMPORTANT: If your function is likely to generate traffic and a need for car-parking, please consider hiring The Lawn from the Parish Council – car-parking in the High Street is very limited! Parish Council Booking Form: <http://www.ivinghoepc.org.uk/community/ivinghoe-parish-council-12882/the-lawn/>

TYPE OF EVENT (please insert brief description):

SPACE BOOKED:	Date & Time	Fee	Name and Contact Details of Hirer:
Overall Community Space			Name:
'Piano' Space			Address:
'Sink' Space			
(Note 60 people maximum overall)			
Cyb-Org IT Requirement:			Email:
(state number of PC's,)			Telephone:
(overall Suite Hire)			Signature:

CLEANING CONDITION: Please ensure that rooms and furniture are left in a clean and tidy condition, check that all lights and electrical equipment have been switched off before leaving; ensure water taps are turned off, doors and windows locked.

The Trustees reserve the right to add such other special conditions as they consider necessary; any damage caused charged at rectification cost plus 10%. **Other Booking Conditions on reverse, followed by Covid-19 Conditions**

IVINGHOE OLD SCHOOL COMMUNITY HUB: Registered Charity Number 1165850

Ivinghoe Old School Community Hub Booking Conditions for Activity Rooms (2017)

Minimum fee £12 for one hour session for overall, non-subdivided Community Space (£9 for one hour session in one of the sub-divided spaces) – thereafter as below:

Bookings – overall, non-subdivided Community Space: £12 for first hour, £10 per hour thereafter;
Each of the smaller subdivided Community Spaces: £9 for first hour, £7 per hour thereafter.

Fees are subject to the condition that the rooms are left clean, tidy, and without damage.

Please ensure that all rubbish, bottles, etc., are removed and/or recycled neatly within the Hub's appropriate bins – substantial rubbish and waste to be removed from the site.

Please note that if catering is required for your function, the CuriosiTEA Rooms Community Café will be pleased to provide for you from their extensive and affordable menu – contact them directly – although do feel free to make your own alternative arrangements if you so wish.

Conditions of Booking:

No Smoking in the Hub – by Law!

BOOKINGS must be made on the official Hub Booking Form, and in the Booking Diary (held by the Hub Secretary). Verbal requests must be confirmed by completion of a booking form and passed to the Hub Secretary – email: ivinghoeoldschoolcommunityhub@btconnect.com, telephone 01296-661666

PAYMENT – by cash or cheque – cheque payment to be made not less than 14 days prior to the booked date, if paying by cash then not less than 3 days prior to booked date; Cheques should be made payable to 'Ivinghoe Old School Community Hub', and either posted or delivered by hand to the Hub.

MUSIC and Disco Amplification: This must be neighbour nuisance aware – out of civility, and risk to our Music Licence renewal risk.

CANCELLATION: Fees are payable in FULL unless 7 days notice is given;

Period Block Bookings: Payment is requested promptly upon invoice prior to the first hiring date. The Management Committee reserves the right to withdraw this facility at any time.

NUMBERS: Attendance in the Hub Rooms are limited by Law (governed by space available and width of Fire Exits); maximum number of people allowed within the overall Community Space (i.e. the complete space, even where each of the smaller spaces are hired separately) is 21 under current Covid-19 Conditions – thus please ensure that this number is strictly adhered to when making your booking.

LICENCES: The Ivinghoe Old School Community Hub has now purchased a licence for Public Music Use (unlimited hours stipulated) – but not a permanent licence for the sale of alcohol. A 'Temporary Event Licence' may be obtained by a hirer, with prior approval from the Trustees – this Temporary Event Licence to be obtained from Buckinghamshire Council – noting the requirement to also keep the Thames Valley Police Authorities and Environmental Health at Buckinghamshire Council informed of any event which includes the sale of alcohol.

FIRE AND EMERGENCY REGULATIONS: Fire Extinguishers are contained within the Hub premises, and hirers must familiarise themselves with Fire and Emergency Evacuation Procedures and information posted within the Community Spaces and on Notice Boards, at the beginning of each event.

REPEAT CLEANING CONDITION: Please ensure that the rooms are left in a clean and tidy condition, always brooming and/or vacuum cleaning after use. Brooms, dustpan and brush, are at the front of the table rack, and a vacuum cleaner is in the IT Suite, available on request – please provide your own bin liners for refuse, and clean all tables and chairs – large refuse and recycling bins are available at the rear of the Hub, behind the sheds. Please check that all lights and electrical equipment have been switched off before leaving; ensure that any water taps are turned off, and all windows and doors locked. The Trustees reserve the right to add such other special conditions as they consider necessary; any damage caused will be charged at rectification cost plus 10%.

Special Conditions of Hire of Ivinghoe Old School Community Hub under COVID-19 Regulations

SC1: 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 which is displayed at the Hub entrance, in particular using the hand sanitiser supplied when entering the Hub and after using tissues.

SC2: You, the hirer, undertake to comply with the actions identified in the Hub's risk assessment, of which you are hereby provided with a copy.

SC3: You, the hirer, will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using your own ordinary domestic products. You will be required to clean **again** on leaving.

Please take great care when cleaning electrical equipment: use cloths - do not spray!

SC4: You, the hirer, 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

SC5: You, the hirer, will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You, the hirer, will be responsible for ensuring they are all securely closed and locked on leaving.

SC6: You, the hirer, will ensure that no more than 21 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person use toilets at one time, unless health or children require otherwise.

SC7: You, the hirer, 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 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, the hirer, 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.

SC9: You, the hirer, are asked to keep a record of the name and contact telephone number or email address of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

SC10: You, the hirer, will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, disposing of rubbish in the large waste bins at rear of building.

SC11: If you are self-catering, bring your own food, crockery and cutlery – take all away at conclusion of hire, for washing up and disposal at home (off the premises).

SC12: We, the Ivinghoe Old School Community Hub Trustees, 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 Hub develops symptoms and thorough cleansing is required, or if it is reported that these Special Hiring Conditions 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 closing the venue is necessary by Covid-19 conditions, we will do our best to inform you promptly and you will not be charged for this hire; if special hiring conditions are not complied with, Trustees reserve the right to close the building with no refund.

SC13: If a person is taken ill during your hire – could be Covid-19 related or not – move person to a safe place, obtain contacts, clean the space as appropriate, inform Trustees and Cleaner; event concludes immediately, everyone safely goes home.

SC14: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC15: Other special points as appropriate:

Where a sports, exercise or performing arts activity takes place: You, the hirer, will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity;

Where a group uses their own individual equipment: You, the hirer, will ask those attending to bring their own equipment and not share it with other members.

SC 17: You, the hirer, will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking, but they should be seated.

Ivinghoe Old School Community Hub: Risk Assessment of Trustees:

Danger that Covid-19 is transmitted during an activity or event in the Hub: Provide Sanitisation at Entry and Exit – Ask Hirers or Event Organisers to comply with Covid-19 Special Conditions; Trustees to Provide Notices to Direct:

Toilet use limited to one person at a time – simple slide control on Toilet Door.

Cleaning of Toilets – before and after each use by Hirer or Event Organiser.

Ventilation of Hall – open windows and doors – risk of leaving doors and windows unlocked.

Binning of Tissues, etc. – risk is filling bin! Need to remove safely.

Social Distance – milling of people in a risky manner, pinch points, etc.

Use of Entrance and Exit – Maintain distance and meeting rules.

Danger that Cleaning of Premises is not carried out: Cleanliness of Premises and Furniture, including Toilets, Switch Plates, Power Sockets – wiping electrical switch plates, etc., not spray!

Danger that a person is taken ill during an activity or event in the Hub: Could be Covid-19 related or not – move person to a safe place, ensure that all contact details of everyone present at the activity or event are obtained, recorded, and carefully kept for 21 days, inform Trustees and Cleaner.

Security – risk of theft or damage: Carefully police the Hire or Event, responsibility of all users, including Hirers, Event Organisers and Trustees.

Safety from injury – take care in use of all equipment, either use of Hall equipment, or provided by individual Hirer or Event Organiser.

Fire Hazard – use of Fire Extinguishers, follow Fire Exit signs; a Fire Alarm System is in use and is maintained regularly.

Personal Injury – First Aid where appropriate, provided by individual Hirer or Event Organiser.

Defibrillator – available on front external wall of Hub Building.

Physical attack – risk is personal attack: lock doors as appropriate, maintain security – including Hirers and Event Organisers.

Physical tasks – risk is injury: appropriate care to be taken by individual Hirers, Events Organisers and Trustees.

