

**BRAUNSTONE CIVIC CENTRE  
PREVENTING THE SPREAD OF COVID-19**

**TERMS & CONDITIONS FOR HIRERS**

In making a booking to hire any of Braunstone Town Council's Facilities, the Hirer agrees that:

1. the function/event/booking is a private hire and only open to invited attendees;
2. the hirer will not invite and will not allow the number of people at the function/event booking to exceed the maximum Covid-19 room capacity as follows:

Room	Square Footage	2 Metre Rule	
		Seating	Tables
Millfield Hall	2993	30	30
Council Chamber	1096	22	17
Ravenhurst Room	348	7	-
Winstanley Room	184	3	-
Fosse Room	238	4	-

3. his/her contact details can be shared by Braunstone Town Council if requested by any UK Government, Public Health England and NHS system or operation designed to prevent the spread of Covid-19; for example NHS Test & Trace;
4. contact details of all the attendees will be collected prior to the function/event/booking and retained by the hirer for 21 days after function/event/booking and will be shared if requested by any UK Government, Public Health England and NHS system or operation designed to prevent the spread of Covid-19; for example NHS Test & Trace;
5. to wear a face covering and ensure all attendees wear face coverings, unless covered by exemptions, in accordance with the law and government guidance
6. to provide hand sanitisers for attendees;
7. not to set out more seating than the number of people attending and not to arrange the seating/tables so that attendees are less than 2 metres apart, with the exception where hirer has confirmation that a given number of attendees are from the same household or bubble;
8. to provide the Council for approval and adhere to the hirers own Covid-19 risk assessment as submitted and approved;
9. not to permit any attendees who are showing symptoms of Covid-19 or have been either advised or instructed to self-isolate to enter the venue; where any do enter the venue they must be instructed to leave and the hirer must not continue with their function and they must report immediately to Reception the details and act as instructed;
10. to ensure that information is provided to all attendees about use of the facilities, such as toilets and any other Covid-19 Secure measures;
11. to ensure that all attendees stay in the room hired and only use the corridors and foyer areas to enter and exit the building or go to and from the toilet.

SIGNED ..... PRINT NAME .....

ORGANISATION / GROUP .....

DATE .....