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**The Cabin at St Mary’s**

 **Lettings Policy as of 02/09/20**

**The Cabin at St Mary’s, 50 Main Street, Hardwick, Cambridge CB23 7QS**

**The PCC reserves the right to alter this policy with due notice to hirers as we learn from experience.**

**Please ensure that you read the following document carefully because once you sign the agreement, you enter into a legal contract. If you are in any doubt as to the meaning of any of the conditions, please contact the Bookings Secretary.**  cabin@stmaryshardwick.org.uk

Sections in RED are specifically intended for use during the Covid-19 pandemic. They may change as government guidance changes, and will certainly change post-Covid-19.
All hirers should read the Cabin Covid-19 Risk Assessment and checklist for users (provided separately).

Hire requirements & charges

* The scale of charges is set out on the enclosed form (Appendix 1).
* In the case of one-off events, full payment will be expected one week before the event. A deposit of £50 will be made to cover any damages, breakages, repairs and extra cleaning, if deemed necessary. If these do not apply, the deposit will be refunded.
* Regular hirers will be invoiced quarterly.
* Applications for the hire of the facilities must be completed on the enclosed booking form (Appendix 2) and emailed to cabin@stmaryshardwick.org.uk
* In the event that the Cabin is oversubscribed, priority will be given to groups benefitting Hardwick residents and, in particular, groups which benefit people at risk of social isolation.
* All events must finish by 10pm on Monday – Saturday and 8pm on Sunday and bank holidays, to comply with planning regulations.
* Block bookings will be reassessed annually to ensure they remain in the best interests of the Cabin and other potential users.
* If an event has to be cancelled, please give as much notice as possible.

Safety

* The Management Team cannot accept responsibility for any loss, damage or accidents occurred during occupation of the premises and particular attention is drawn to the observation of the fire procedures (Appendix 3).
* Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them.
* Regular user groups which are not run under the umbrella of the PCC should have their own insurance and a copy should be provided before a booking can be accepted.
* Every hirer should do their own Covid-19 risk assessment, having regard to the Cabin Risk Assessment provided in Appendix 4. A copy should be sent to the Bookings Secretary.
* While current Covid-19 restrictions last, the maximum number of people permitted in each area is:

Hall: 16 people from a maximum of 12 households

Meeting Room: 4 people from a maximum of 3 households
Kitchen: 2 people
Hirers should consider the type of activity engaged in, as in some cases numbers should be restricted below the given maximum (eg if the activity involves movement).

* Children under the age of 16 are not allowed in the kitchen unless supervised by an adult.
* All hirers using the kitchen facilities are reminded of the responsibility for complying with food safety and hygiene regulations.
* Ensure that at least one of the external hall doors is unlocked and unobstructed and immediately available for emergency exit during the whole time the premises are in use.
* The serving hatch roller shutter should be left clear to close, as in the event of a fire in the kitchen, the shutter between the kitchen and the hall will self-close automatically.
* Hirers need to know the location of fire equipment. Fire extinguishers (CO2 and foam) are in the lobby and a fire blanket is in the kitchen. The first aid box (to include Covid-19 extras) is in the kitchen. Any injuries must be recorded on an Injuries Form, to be found in the ring binder next to the microwave and handed to the Bookings Secretary.
* No naked flames are allowed in the building or grounds, with the exception of candles on birthday cakes. The campfire is not to be used.
* You must not use the premises (including the car park) for any purpose other than that described in the booking form, or allow the premises to be used for any unlawful or unsuitable purpose.

Supervision

* Where the function or activity is intended for children or young people under 18, there must be adequate adult supervision.
* Any activities for children, young people and other vulnerable adults must only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through DBS.

Alcohol

* If you intend selling alcohol as part of a function, a TEN (Temporary Event Notice) is required which needs to be applied for, 28 days before the event, from SCDC (licencing@scambs.gov.org). TENs are limited to 12 per year and permission may be declined if more than 12 TENs have already been granted. The Management Committee requires a copy of the TEN a week before the event. Alcohol must not be served to or consumed by anyone under 18 or to anyone who appears in a condition likely to cause a danger to themselves, harm to the hall premises or a nuisance to others.

Smoking

* The Cabin has a no smoking policy. Users must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. This extends to the outside grounds and churchyard as well as inside the building.

Care of the premises & its contents

* Individuals hiring the premises or grounds will be held responsible for any damage to buildings, furniture or other property and a claim for the repair or replacement will be made, if deemed necessary.
* No nail or fastening of any kind (including blu tack and sellotape) shall be driven or put into/onto any wall.
* The tables and chairs in the hall and meeting room must notbe taken outdoors. There are tables and chairs for outdoor use in the shed.
* All hirers are allowed 30 minutes free of charge before and after their let to allow for cleaning.
* All door handles, light switches and other frequently touched surfaces should be wiped before and after the event.
* In the toilets: handles, switches, locks, toilet seats and basins should be wiped with appropriate cleaner before your event starts. At the end of the event this should be repeated.
* If the kitchen is used, all surfaces should be cleaned before and after use with particular attention to drawer and cupboard handles, kettle switch, hydroboil, microwave, hob and oven controls, fridge door and taps. All used crockery and cutlery must be washed in hot soapy water, dried and put away.
* Cleaning equipment and materials will be provided for that purpose and can be found in the cupboard under the sink, on the windowsill in the toilets and in the storeroom. Ensure bins are emptied and all rubbish taken away in black bags.
* Tables must be wiped clean before being put away in the store cupboard. Used chairs should be stacked neatly for quarantining. Please only use chairs with arms if you need to.
* Any damage or breakages should be reported to the Bookings Secretary via cabin@stmaryshardwick.org.uk . Constructive comments are welcome.

Electrical appliance use & safety

* Instructions for the use of the dishwasher, oven, hob, microwave and the hydroboil can be found in a ring binder next to the microwave.
* All electrical appliances brought on to the premises must be PAT tested.
* Please do not meddle with the heating system.
* The dimmer lights are put on by pressing down and turned off by pressing down once, firmly.

Miscellaneous

* Dogs are not permitted in the Cabin with the exception of assistance dogs.

As you leave …

* Please close all windows, turn off all lights, switch off all equipment except the fridge freezer, close internal doors and cupboards and lock external doors.
Remember to remove all rubbish.
**And don’t forget to return the keys to where you found them!**

Contacts

In an emergency, please call one of the following:

Peter Cornwell 01954 210063 07852881243

Sue Cornwell 01954 210063

Clare Bigg 01954 211673

Anne Jones 01954 211417 07912685025

Jeff Jones 01954 211417 07453588886

**The Cabin at St Mary’s**

**Appendix 1 – Facilities available & Hire Charges**

(These charges will be reviewed every 6 months)

|  |  |  |
| --- | --- | --- |
| **Facility** | **Cost per hour** | **What is included** |
|  | **Band 1** | **Band 2** | **Band 3** |  |
| Main hall (max capacity 64) | £6 per hour | £8 per hour | £10 per hour | 16 tables, 52 chairs |
| Meeting room (max capacity 12) | £3 per hour | £4 per hour | £5 per hour | 5 tables, 12 chairs |
| Kitchen if use goes beyond making drinks | £5 (flat rate) | £5 (flat rate) | £5 (flat rate) | Cooker (hob & oven), fridge, freezer, dishwasher, microwave, hydroboil (water heater) |
| Set up/pack away(max 90 minutes) | £3 per hour | £4 per hour | £5 per hour |  |
| Outside area  | £5 (flat rate) | £5 (flat rate) | £5 (flat rate) | Outside tables & chairs |
| Exclusive use of all above facilities | £15 per hour | £20 per hour | £25 per hour |  |

**Band 1** – Bookings by Community Groups, local charities and local non-profit organisations.

**Band 2** – Bookings by individuals living in Hardwick who wish to hire the Cabin for private events/parties.

**Band 3** – Bookings by individuals living outside of Hardwick who wish to hire the Cabin for private events/parties or running a business.

Please note that the carpark, garden, toilets and kitchen (for making drinks) may be shared by other users of the building and the church. If this is not acceptable, please opt for ‘exclusive use of all facilities’ and check with the bookings secretary to see if this is possible.

**The Cabin at St Mary’s**

**Appendix 2 – Booking Form**

Please complete and return this form to the Bookings Secretary via cabin@stmaryshardwick.org.uk

Name:

Address:

Email:

Tel No: Mobile:

 **Day(s) required**

Date of proposed hiring:

Day:

Time required (remember to allow for set-up and pack-down). During Covid-19 times, an extra 30 mins set up time and pack down time is allowed, free of charge, to ensure that extra care is taken in sanitising. See Covid -19 Risk Assessment (Appendix 4).

Set up: From To
Activity: From To
Pack down: From To

If a recurring booking is requested please give details below:

Dates:

**Facilities required – Please tick:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Main hall |  | Kitchen for making drinks only |  | Outside area |  |
| Meeting room  |  | Kitchen for food prep and cooking (extra charge) |  | Exclusive use of all facilities |  |

**Please note that the carpark, garden toilets and kitchen (for making drinks) may be shared by other users of the building and the church. If this is not acceptable, please tick ‘exclusive use of all facilities’ and email the Booking Secretary to check** **cabin@stmaryshardwick.org.uk**

**Type of event – Please tick and give details:**

|  |  |  |
| --- | --- | --- |
| Type |  | Details |
| Private (eg birthday party, business meeting, family celebration) |  |  |
| Community group/not for profit.eg toddler group, art group, exercise class where the organiser only takes sufficient money to cover reasonable expenses. Community groups should be affiliated to Hardwick Community Association. |  |  |
| ‘For profit’ groups where the organiser/leader earns a living through fees charged |  |  |

**Insurance required:**  Yes/No

**Details of hirer – Please print:**

Name: Group/Organisation:

Address:

Tel No: Email address:

I certify that I am over 18 years of age and I have read the hiring policy. I accept responsibility for observance of the regulations and agree to pay, on demand, the letting charge incurred.

**The person or organisation hiring the facilities**

**Signature:**

**A representative from the Management Team**

**Signature:**

**Date:**

**The Cabin at St Mary’s**

**Appendix 3 – Fire Safety**

**Fire Procedures**

On hearing/seeing a fire:

* Call 999 or
* Operate the nearest fire alarm point by breaking the glass
* Follow evacuation procedures below.

On hearing the fire alarm:

* Everyone should **stop** what they are doing and **listen** to instructions.
* Group leader must check that the toilets are evacuated.
* People must exit in single file through designated fire doors.
* People must assemble in the carpark, away from the building. Any registers must be taken.
* Any absentee must be immediately reported to the leader.
* No-one is to return to the building until instructed to do so by the fire officer.

During the course of your hire, please ensure that fire exits are not obstructed and that at least two external doors are unlocked.

The serving hatch roller shutter should be left clear to close, as in the event of a fire in the kitchen, the shutter between the kitchen and the hall will self-close automatically.

**The Cabin at St Mary’s**

**Appendix 4 – Covid-19 Risk Assessment**

**as of 28/08/20**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| People and/or areas at risk? | What could cause the harm? |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mitigation** |  |  |  |  |

 | **Notes re further action needed** |
| Cleaner, LOTS, Management Team, contractor | Coming into contact with contaminated surfaces while cleaning, caretaking or maintaining the cabin. | Gloves and aprons provided.Advice given on correct cleaning and safe disposal of rubbish, if a ‘deep clean’ is required, especially. | Make sure all team members and contractors are aware of this risk assessment and feel comfortable about raising concerns.Check specifically with over 70s and other vulnerable people. |
| All Cabin users | Close contact with members of the public (not hirers) | Discourage unplanned visits to the cabin ‘on the off chance’.  |  |
| All Cabin users |  | Have posters advising people with symptoms not to enter the building.Have posters reminding people about distancing, hand hygiene and the ‘Catch It, Bin It, Kill It’ procedure. | Advise hirers to draw the attention of their group to these notices. |
| Transmission within user group.  | Social distancing not observedRaised voices causing greater virus transmissionPoor ventilationMasks not worn. | Hirers to be made aware of maximum capacity: max 16 individuals from max 12 households in hall and max 4 individuals from max 3 households in meeting room.The hirer must make sure that everyone likely to attend their activity understands that they **must not do so** if they or anyone in their household has had Covid-19 symptoms in the last 7 days.The hirers will position furniture or the arrangement of the room, as far as possible, to facilitate social distancing of 2m between individuals.Music should be low enough so that people can speak normally.Doors and windows to be open as far as possible for optimal ventilation.Groups should comply with current government guidelines re masks for their activity.Hall users to have one-way system: enter via lobby and exit via external doors. | Consider using the 12 spaces marked out with crosses on the hall floor.Advise hirers to draw the attention of their group to these notices.12 spaces are marked out on the hall floor for guidance.Group leaders should consider bringing spare masks. |
| Transmission between user groups | Close contact in lobby, kitchen or carpark. | Letting to two groups at the same time to be avoided, if possible.Allow an hour minimum between one hire and the next, to allow for cleaning and airing. |  |
| Transmission via surfaces | Poor hand hygiene | Hand sanitiser to be provided in lobby, and hand wash in kitchen and toilets.All Cabin users to use sanitiser on entry to the Cabin, before using kitchen or toilets and after blowing your nose or sneezing.Use of posters to remind. |  |
| Shared toilets | Contaminated surfaces cause a risk to users. | Handles, switches, locks, toilet seats and basins should be wiped with appropriate cleaner before event starts.Cabin users should hand sanitise before using toilets, and use hand wash after.All paper towels should be placed in bin.After the event, everything should be wiped again.Bins should be emptied into a black sack, tied securely, taken home by hirer and placed in isolation for 72 hours before being transferred to black bin. | Check supplies of toilet paper, hand-wash, paper towels regularly.A supply of bin liners and black bags will be kept in the kitchen |
| Start up and pack down | Cross contamination between two groups | Free half hour at start and end of every let, to allow for cleaning. | Hirers to be clearly informed of their responsibility. |
| Kitchen use | Social distancing more difficult. Door handles, light switches, work surfaces, sinks, cupboard & drawer handles. Fridge/freezer crockery & cutlery, kettle & hot water boiler,oven, hob, microwave.Instruction book | Recommend that kitchen use is kept to a minimum, with only 2 people (preferably not over 70s or vulnerable) from each group having access.Each group should bring their own food, coffee etc and tea towels.Hirers to clean areas before and after use.Bins to be emptied and rubbish removed. | Cleaning kit provided in an obvious location.It is recommended that each individual brings their own refreshments. Group leaders need to think carefully about management if refreshments are provided (eg table service only) |
| Car park | Social distancing is not observed as people congregate before entering premises.Parking area is too congested to allow social distancing.People drop tissues. | Hirers asked to remind their groups about the need for vigilance. If people will be dropped off and picked up, as far as possible, the driver should stay in the car.Use gloves for litter collection. |  |
| First Aid |  | First aid kit to include gloves, mask and apron for first aider dealing with patient having Covid-19 symptoms. |  |
| Furniture | Chairs and tables could become contaminated.Fabric not easily cleaned. | Chairs to be stacked in the hall after use, and labelled for quarantine purposes.Tables to be wiped over and returned to the store by person with fresh gloves or sanitised hands. | Chairs with arms only to be used by those who need them. |
| Covid–19 Treatment Plan |  | In the event of someone becoming unwell with suspected Covid-19 symptoms at an event you are hosting at the Cabin, you should:Send the unwell person home.Ask the rest of the group to leave the premises, observing the usual hand sanitising and social distancing precautions.Advise them to launder their clothes when they arrive home.Inform a member of the Management Team.If the unwell person needs to wait for a lift:Direct the unwell person into the Meeting Room and provide them with tissues, a plastic rubbish bag, a bowl of warm water, soap for handwashing & paper towels.Put on a face covering, gloves and apron to protect yourself.Once they have been collected:Remove gloves, apron and face covering to the rubbish bag.Wash your hands with warm soapy water.Once home, launder all your clothes and wipe down/disinfect your car. Waste should be double-bagged and kept for 72 hours before being collected. |  |
| Track and trace | Mitigation after it is found that a user was Covid-19 positive | All hirers must take a register of their group to include name and contact telephone number or email and keep it for 21 days.Hirers must inform all group participants asap if one of their group reports symptoms and/or tests positive. The Management Team should also be contacted so they can alert other groups who used the Cabin subsequently.The Management Team will have the right to close the Cabin if there are safety concerns relating to Covid-19, eg if someone who has attended the Cabin develops symptoms and thorough cleaning is required or in the event that public buildings are required to close again.  | The Bookings Secretary will do her best to inform you promptly and you will not be charged for your booking. |