

Annex to the Lettings Agreement

Covid-19 Safety Guidelines

PLEASE.....

Requirements	
Maximum number of guests/visitors is 30.	
Keep a register of guests/visitors as per the form provided and keep it for at least 21 days after your event.	
Provide the Centre with a copy of the register.	
Contact the Centre in case a guest/visitor tests positive after your event.	
Live performances including singing or making music not allowed.	
Ask guests/visitors whether they have any Covid-19 symptoms. Do not let them in the Centre if they do.	
In case of Covid-related emergencies, e.g. a previous Centre user who then tests positive or a sudden change in the government guidelines, we may have to cancel events at very short notice. We will refund your deposit and rent but cannot compensate you for any other costs you may have incurred. Conversely, if you have to cancel due to a Covid infection, we will refund you in full, even at short notice.	
For your own safety	
Use hand sanitisers at the entrance and elsewhere in the Centre.	
Observe social distancing. We have marked floor to help you arrange furniture and/or stand well apart from each other.	
Follow one way movement upon entrance and exit.	
Do not allow vulnerable people (sick, elderly, pregnant women) in the Centre.	
Observe the maximum number of users in toilets at the same time. See notices outside toilet and floor markers for queuing.	
Make sure your guests/visitors are aware about these guidelines.	
Clean the Centre after use and take rubbish away. Leave furniture (chairs and tables) out so we can clean them before we put them away.	
Keep any background music quiet so people don't need to raise their voices.	

STAY ALERT...STAY SAFE