

## Westwoods Hirer Covid declaration (Private Booking)

I/We .....

[Insert name(s) of person making the booking]

Activity: .....

Booking date(s): .....

[if a block booking, provide start date and frequency e.g. every Monday]

1. We confirm that when hiring facilities at the Westwoods Centre, we will conduct our visit in compliance with coronavirus restrictions and Government guidelines, in particular guidance on social distancing and group sizes when meeting other people indoors socially.
2. We will make sure that everyone likely to attend our activity 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** seek a Covid-19 test.
3. We confirm that we have received and read the Covid Hirer Activities Risk Assessment and undertake to comply with the actions identified, in particular:
  - a. We will ensure that room covid capacity limits are not exceeded, in order that social distancing can be maintained.
  - b. We will wear face coverings while inside the premises unless exempt.
  - c. We will keep the premises well ventilated throughout our hire, with windows and doors (except fire doors) open as far as convenient, and be responsible for ensuring they are all securely closed on leaving.
  - d. We understand that it is our responsibility to clean surfaces and equipment before and after use. (Please request extra time if required).
4. We understand our responsibilities to provide information required by NHS Test and Trace of all persons attending the premises, including their name and contact information, date and times of attendance, to facilitate contact tracing in the event of a Covid-19 outbreak.
5. We accept that the booking can immediately be terminated if, in the opinion of the representatives of Northleach with Eastington Town Council, that the session is not being run in compliance with Government restrictions or guidance, or the Council's procedures on Covid-19.

Signed ..... Dated.....

Print name.....

Name of lead hirer.....