



CAMBOURNE TOWN COUNCIL
District of South Cambridgeshire

Camboourne Town Council and Covid-19

Staff and Buildings

- The Council Office remains closed to the public, but remains open for phone and emails.
- Jessica Lydon has continued to work from home, but came into the Office for a day where she worked with the clerk on issues including Skatepark. Jessica Lydon continues to review new guidance for over the summer and the impact of Covid-19 if there is a heatwave and support required for the community. Jess also worked on the next step of the grant application to Amey Cespa for Grant Funding for the Skatepark. Jess also helped with documentation for the Council meeting. She has been approaching Food stalls to see if the Food Market can go forward on the 31st August 2020. Jess has also been collating requests for football training and use of open spaces.
- Ellie Lydon has continued to work from home, but came into the Office for two days where she worked with the clerk on issues that need to be looked at with the possibility of returning to work and the effect of the announcement that Community Centres, Places of Worship and Council Buildings could open from the 4th July, but with restrictions. Drafted addendums to the lettings packages and creating document for regular hirers on guidance using the buildings once reopened. Produced posters for when buildings reopen- e.g. no waiting in corridors/1 in one out system.
These documents are attached.
Ellie continues to support Jess, Heather and the Clerk with their work. She took two days off for her Birthday).
- Heather continues to work from home and organised a further payment run. She has also started some work on reopening the buildings. Heather came into the office on Monday and took part in a second video conference looking at the possibility of hot food once a week over the summer initially. Heather also came in on Wednesday where she worked with the Clerk on maintenance invoices.
- Warren Bourne, Liam Jordan, David Lawrence, Chris Smith and John Smith were in this week. They were carrying out grass cutting, watering of new hedges, trees and shrubs, repairs to the car park at the Hub emptying of bins. They have also continued to address the issues raised in the RoSPA inspections. Warren continued to work on the cricket wickets. The first match is to be held at Lower Camboourne on the artificial wicket on the 11th July with Great and Lower wickets being used next week. The Town Clerk is working with the Club on their risk assessments.

They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.

Kevin Taylor is carrying out some online training related to the maintenance of pitches etc. while he is stuck at home he may.

- Head Groundsman is also on call for emergencies.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them. Ross has been carrying out cleaning and maintenance tasks in the buildings.
- Blue School: The Preschool is now open all week. Kids club are looking to run their summer club from the building following the change in Guidance. Work on the transfer has progressed. The Town Clerk is working with the Kids Club on their risk assessments.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. 3 new volunteer added to CVTF. Jess received an updated list with names of those who are no longer shielded. Jess is continuing as the link with SCDC and has received a number of requests for support and passed them on. The Volunteer Task Force has already supported residents in Cambourne on over 631 occasions since the 18th March.

Cllr Nishat Akhter continues to work as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess, Ellie and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff (both at work and home) to ensure they are well and coping in and are in good spirits considering the circumstances. I have been checking with staff to ensure they do not have any issues with returning to work.

Council Business.

- **Planning Committee:** in consultation with the Town Clerk are looking at a further four planning applications received and will be submitting our responses next week.

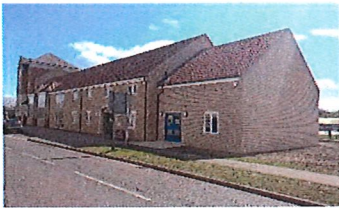
NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.



LETTINGS PACKAGE FOR CAMBOURNE COMMUNITY BUILDINGS. PRIMARILY FOR THE USE OF CAMBOURNE RESIDENTS.

Buildings Available for hire



The Hub Community Centre (Main Hall & Meeting Room)
High Street
Great Cambourne
Cambs
CB23 6GW



Great Cambourne Cricket Pavilion
(access from carpark)
Back Lane
Great Cambourne
Cambs
CB23 6FY



Lower Cambourne Cricket Pavilion
Woodfield Lane
Lower Cambourne
Cambs
CB23 6FD



Bowls Pavilion & Bowling Green
Back Lane
Great Cambourne
Cambs
CB23 6FY



Sports Pavilion
Back Lane
Great Cambourne
Cambs
CB23 6FY



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How bookings should be made

Bookings should be made via the Town Office if possible.
(There is no online booking facility). Alternatively, you can:

1. **EMAIL:** e-mail the bookings clerk direct at: bookings@cambourneparishcouncil.gov.uk
2. **PHONE:** Contact the Town Office on **01954 714403**. If there is no answer, please leave a message and the bookings clerk will get back to you.
3. **WEBSITE:** Booking request can be made at: www.cambourneparishcouncil.gov.uk

Town Office Opening times

Monday	09:00 – 17:00
Tuesday	09:00 – 17:00
Wednesday	09:00 – 17:00
Thursday	09:00 – 17:00
Friday	09:00 – 16:00 Closed 13:00 – 14:00
Saturday	Closed
Sunday	Closed



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Facility Information

The Hub

The Premises consists of two rooms, The Main Hall and the smaller Meeting Room.

- The Main Hall measures at 18.4 metres x 12.2 metres with polished wooden floor.
- This Hall holds a maximum capacity of 300 persons, however limited to 150 if closely seated.
- The Main Hall is marked for badminton for which nets and equipment is available.
- There is infrared hearing system in the Main Hall for which there are 10 receivers available in the Town Office.
- The Meeting Room, which measures at 9.5 metres x 7.7 metres with wooden laminate flooring.
- The Meeting Room has a maximum capacity of 50 persons.
- There is wheelchair access and wheelchair accessible toilets.
- There is a hearing loop in the meeting room.
- There are four assessible parking spaces in the car park.

The Sports Pavilion

The premises consist of one Clubroom which is available to book.

- The Clubroom measures at 13.9 metres x 5.9 metres with laminate flooring.
- This room has a maximum capacity of 60 persons.
- There is wheelchair access, including a lift and wheelchair accessible toilets.
- There are two accessible parking spaces.

The Great Cambourne Cricket Pavilion

The Great Cambourne Cricket Pavilion premise consists of one Clubroom which is available for hire.

- The Clubroom measures at 10.6 metres x 6 metres with laminate flooring.
- The room has a maximum capacity of 60 persons.
- There is wheelchair access and wheelchair accessible toilets.
- There are two accessible parking spaces.

The Lower Cambourne Cricket Pavilion

The Lower Cambourne Cricket Pavilion premise consists of one Clubroom which is available for hire.

- The Clubroom measures at 3.3 meters x 10.1 meters with laminate flooring.
- The room has a maximum capacity of 20-30 persons.
- There is wheelchair access and wheelchair accessible toilets.
- There are two accessible parking spaces.

The Bowls Pavilion

The Bowls Pavilion premise consists of one small room which is available for hire.

- The Clubroom measures at 3.35 meters x 4.75 meters with laminate flooring.
- The room has laminate flooring.
- The room has a maximum capacity of 10-20 persons
- There is wheelchair access and wheelchair accessible toilets.
- There are eleven accessible parking space



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Facility information

The premises are available for letting from 9am daily and our license states that the premises must be cleared and locked up by Midnight on Friday and Saturday and by 11:30pm Sunday to Thursday.

Each premise includes a fully equipped kitchen and toilets, including baby changing facilities as well as wheelchair access and wheelchair accessible toilets.

We operate a **£50** damage waiver per booking and **£100** damage waiver for bookings which are providing alcohol at the event. **Damage waivers are to be paid cash only.** This will be used to cover any damage or to make good any mess left behind. Your damage waiver will be returned to you within a 48-hour period once your event has taken place, the rooms you used have been checked over and the key fob returned. Bookings for birthdays or similar events the Parish Council reserve the right to request a **£200** damage waiver.

Deposit and damage waiver information

A deposit is required when making a booking. For bookings less than **£50** full payment is required. For bookings over **£50**, either 50% of the total hire charge can be placed or a deposit of up to **£50**. This is a non-refundable deposit if your booking is cancelled within 14 days of the booking, half of your deposit will be refunded if you cancel prior to the 14-day period.

Emergency details

In case of emergency when letting the facilities, such as anti-social behaviours, a fire or serious injury, please contact **999**.

For non-emergency issues when letting the facilities such as tables and chairs missing, or issues locking the building, call **Caretaker on: 07817719498**

In case of alarm activation or security issues call **Cambridge Security Services: 01223 312 123**

The Management and Operation of all facilities is by Cambourne Town Council



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Letting Conditions

1. All Users must act with courtesy to the Cambourne Community.
2. **When completing your booking form for one of the Town Council facilities we will require to have evidence of your age, identity and address to ensure premises are being hired by appropriate people in accordance with the licence for the building. The facilities will only be let to those over the age of 21, who will be attending the event.**
3. Smoking is not permitted inside of any facilities. There are designated smoking areas outside the premises.
4. Insurance: Most activities should be covered by The Town Council's insurance. The Town Clerk however will check with the insurers in case of doubt and an additional premium may be requested from the Hirer unless they are covered by their own insurance policy.
5. Hirers must comply with any instruction of The Town Council relating to the security, maintenance, good order and Health and Safety of The Hub.
6. In case of accidents in the building please contact the Town Office immediately or on the next working day.
7. Hirers/Users will not, without the consent of The Town Clerk, introduce equipment, alter fixed installations, alter or remove fire and safety equipment, or otherwise take any action which may create a hazard for persons using the Premises.

It is the Hirer/User's responsibility to ensure that all equipment brought into the premises meets current safety regulations. The Town Council cannot be held responsible for any accident that involves any equipment the Hirer/User or his/her Agent has brought onto the premises. The Hirer/User must advise the Booking Clerk at the time of Booking of any equipment he/she or their Agent intends to bring onto the premises.

8. The Town Council reserves the right to refuse to hire or may cancel with or without notice any agreed hire if, in their opinion, such use could be detrimental to the fabric of the building or its fixtures, fittings, contents or be contrary to the principles of use for which the premises is intended.

No signage or posters are to be erected internally or externally to the building. Notices and decorations may only be affixed to designated notice boards. Only internal decorations approved by the prior consent of The Town Clerk may be used in conjunction with non-damaging fixings e.g. "White Tac" / "Blue Tac"

9. The Hirers shall not do, or permit, nor suffer to be done on the premises or within the curtilage of its boundaries including the car park, paths and surrounds anything which may invalidate the insurance of the premises or increase the premium of such insurance and/or which may cause a noise or be of annoyance to the general public or occupiers of surrounding properties.



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10. It is the responsibility of The Hirers to ensure that all lights and electrical appliances are switched off and **all equipment and kitchen facilities are properly cleaned prior to vacating the premises.**
11. The Hirer and group leaders should familiarise themselves with the security system and ensure that all external doors are bolted when locking up. **In the case of miss-set alarms and false alarm activation call outs, the hirer is liable for the cost of this service.**
12. All use of the facilities is subject to the users accepting responsibility, for returning furniture and equipment to their original placing and to leaving the **premises and grounds in a clean and tidy condition. This will include sweeping up and wiping surfaces as necessary including tables.** If the premises and grounds are not left in a satisfactory condition, regular user groups will be charged staff time to bring the premises up to the required standard or in the case of a single hirer the deposit will be forfeited, and all reasonable additional charges may be incurred. **Persons hiring the premises will be held liable for any damage to buildings, furniture or other property** that is caused due to this hiring, and a claim for repair or replacement of such buildings, furniture or other property will be made. Please report all damage in writing to the Booking Clerk.
13. Litter, rubbish and all waste must not be left in or about the premises and grounds; **all rubbish must be collected and taken away with you at the end of any function or event.** No perishable foods are to be left on the premises. If the premises are left in a condition where rubbish or litter needs to be cleared by staff, **the user group will be charged for the clearance or in the case of single hirers all or part of the deposit will be forfeited all reasonable additional charges may be incurred.**
14. **The Hirer must adhere to the cleaning guide (Appendix A). If the premises are left in an unsuitable condition, i.e. rubbish bags left, boxes, sticky floors, the hirer is responsible for any additional cleaning charges.**
15. **The Named Hirer on the booking form is responsible for all conditions of hire.**
16. The Hirer and group leaders must familiarise themselves with the Fire Proceedings on arrival at the premises. In case of fire all persons should leave the building and assemble at the fire assembly point.
17. The Hirer is responsible for First Aid, Fire Safety, including evacuation to designated areas, and the security of the premises. Fire exits must not be locked or obstructed. Regular user groups are to nominate a key holder who will take responsibility for all activities under the name of that group. That person will be given a key to keep and this will be signed for.
18. The Town Council do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending. Cars and their contents are left at owner's risk in the Public Car Park. In all cases users of the facilities should avoid undue noise on arrival and departure.
19. No animals are allowed on the premises, except in the case of trained assistance dogs or by special agreement with the Town Office.



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20. Hirers and organisers of events in the facilities are responsible for ensuring that the noise level of their functions is such that it does not interfere with other activities within the building nor causes inconvenience for the occupiers of nearby houses and property.
21. All groups involving children must submit their Child Protection Policy to the Booking Clerk at the time of booking. They must ensure that the correct ratio of adult leaders to children is maintained at all times. Adults should be DBS checked as required. The Town Council reserve the right to see the Disclosure Documents at any time.
22. No group should exceed the numbers as laid down by the Fire Officer/Licensing Authority which are states on page 4 of this document. These numbers must NOT be exceeded. The responsible officer will terminate the booking if the numbers are exceeded. If so, there will be no refund.
23. All bookings must be made through the Booking Clerk designated by The Town Office.
- 24. The sale of alcoholic drinks requires a licence and The Town Council reserve the right to approve the Licence holder. Each booking where the provision of Alcoholic drinks is requested needs to be approved by The Town Council.**
25. No new patrons to be admitted on to the premises after 23.00 when licensable activities are taking place.
26. The Town Council reserves the right to terminate any arrangement where there is evidence of public nuisance.
27. All facilities adopt, where possible, a 30-minute cooling down period after functions have finished allowing the gradual dispersion of users.
- 28. The facilities have a policy of Challenge 25 "if you look under 25 years of age" you must ask them to prove they are over 18 years of age in relation to the sale and consumption of alcohol at your booking.**
29. The Town Council has a responsible officer who is on duty or is easily contactable in the event of any complaint arising from a licensed event.
30. Contact details will displayed to the front of the building.
31. Parents and Carers are responsible for the supervision of children during events **at all times**.
- 32. If any event is terminated due to breach of the above letting conditions, there will be no refund given and the damage waiver will be retained.**
- 33. If the booking overruns past the agreed time the Town Council reserve the right to charge for the additional time and the damage waiver will be retained.**



Letting Conditions specific to The Hub

1. There is limited storage facility available for users. Use of this storage facility is subject to separate negotiation with **The Town Clerk**.
2. If the Hirer chooses to hire only one room in The Hub, and the other room is let to another, then both Hirers must have a mutual agreement between them to share the use of the kitchen.
3. Hirers are advised that the lay-by on the High Street is for loading and unloading purposes only. It is not to be used for parking; Hirers should use the car park at the rear of the building.
4. **The Town Council has installed a noise breaker in the main hall and a sound system. All amplified music taking place as part of a licensable activity is subject to noise control of the installed electronic noise limiting device and must use the main hall power supply, and not be independently powered. If this is not complied with, the responsible officer will terminate the event and no refund will be given.**

NOTE: Opening of the fire exit doors to the main hall will cut the electricity supply to that room.

5. It is the responsibility of the Hirer to ensure that the blinds and curtains to the front and rear of the building are closed after 7pm and remain so during the period of the booking.
6. For popular events (such as festivals, discos and live music) where this is the anticipation that The Hub would be close to or reach capacity then tickets must be issued. A condition of hiring The Hub is that the Hirer adhere to the occupancy limits.
7. A risk assessment for any event should be supplied to the Town Clerk detailing the level of stewarding and how the safety and wellbeing of user is to be achieved. The document must be circulated a minimum of 14 days prior to the event. The event organiser is responsible for contacting the relevant authorities about the said event.
8. Hirers are requested that where possible, vehicles are encouraged to load and unload from the lay-by at the front of The Hub.



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The following times have been agreed by the Licensing Officer and must be strictly adhered to by all Hirers/Users.

For all activities involving regulated entertainment: -
Indoors only

Monday to Thursday	18:00 to 23:00
Fridays	18:00 to 23:30
Saturdays	18:00 to 23:30 (12:00 to 23:30 Sports Pavilion)
Sundays	12:00 to 23:00
Christmas Eve	12:00 to 00:30
New Year's Eve	12:00 to 01:30

Opening hours of the premises to the public: -

Monday to Thursday	18:00 to 23:00
Fridays	18:00 to 00:00
Saturdays	18:00 to 00:00 (12:00 to 00:00 Sports and New Cricket Pavilion)
Sundays	12:00 to 23:30
Christmas Eve	12:00 to 01:00
New Year's Eve	12:00 to 02:00

Sale of retail of alcohol for consumption on the premises: -

Monday to Thursdays	18:00 to 23:00
Fridays	18:00 to 23:30
Saturdays	18:00 to 23:30 (12:00 to 23:30 Sports Pavilion)
Sundays	12:00 to 23:00
Christmas Eve	12:00 to 00:30
New Year's Eve	12:00 to 01:30



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Weekdays (Sunday 00:01 -Friday 18:00)

	Hub Main Hall £/hour Capacity: 150 - 300	Hub Meeting Room £/hour Capacity: 50	LC Cricket Pavilion £/hour Capacity: 20 - 30	New Cricket Pavilion £/hour Capacity: 60	Sports Pavilion £/hour Capacity: 60	Bowls Pavilion £/hour Capacity: 10 - 20
Cambourne Residents, Cambourne Clubs, Cambourne Community Groups	£16.80 inc. VAT (£14.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£5.70 inc. VAT (£4.75 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£5.70 inc. VAT (£4.75 + VAT)
Non Cambourne Residents, Not Commercial	£22.80 inc. VAT (£19.00 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£8.40 inc. VAT (£7.00 + VAT)
Commercial Bodies	£42.00 inc. VAT (£35.00 + VAT)	£30.00 inc. VAT (£25.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)	£30.00 inc. VAT (£25.00 + VAT)	£30.00 inc. VAT (£25.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)

Weekends (Friday 18:01 to Saturday 00:00)

	Hub Main Hall £/hour Capacity: 150 - 300	Hub Meeting Room £/hour Capacity: 50	LC Cricket Pavilion £/hour Capacity: 20 - 30	New Cricket Pavilion £/hour Capacity: 60	Sports Pavilion £/hour Capacity: 60	Bowls Pavilion £/hour Capacity: 10 - 20
Cambourne Residents, Cambourne Clubs, Cambourne Community Groups	£22.80 inc. VAT (£19.00 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£5.70 inc. VAT (£4.75 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£5.70 inc. VAT (£4.75 + VAT)
Non Cambourne Residents, Not Commercial	£46.20 inc. VAT (£38.50 + VAT)	£22.80 inc. VAT (£19.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£22.80 inc. VAT (£19.00 + VAT)	£22.80 inc. VAT (£19.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)
Commercial Bodies	£90.00 inc. VAT (£75.00 + VAT)	£60.00 inc. VAT (£50.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)	£60.00 inc. VAT (£50.00 + VAT)	£60.00 inc. VAT (£50.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)

Hub Whole Building Rates

Weekdays Sunday 00:01-Friday 18:00	£21 Inc. VAT (£17.50 + VAT)
Weekends Friday 18:01-Saturday 00:00	£28.50 Inc. VAT (£23.75 + VAT)

Wedding Hire Charges

	Whole Day & Whole Building
Cambourne Resident	£255.30 (Inc. VAT)
Non Cambourne Resident	£357.45 (Inc. VAT)



Appendix A
CLEANING GUIDE TO ALL USERS OF COMMUNITY CENTRES AND
PAVILIONS

In order to keep the facilities clean and tidy for our regular users and private bookings, we ask that you follow our cleaning guide:

- Wipe down tables used before storing them away.
- Chairs and tables are to be stacked properly on the racks in venues where they are available. They must be stacked safely in venues that do not have a chair or table rack.
- Sweep the floor and mop up any spillages.
- Any crockery or cutlery used must be washed up and put away **(if you use the dishwasher, please remember to empty it)**.
- Ensure fridge is clean, inside and out.
- Remember to take any food or drink with you when you leave and empty the fridge.
- Private hirers are reminded to take their rubbish home with them. Spare bin bags are provided in the kitchen areas.
- Put nappies in the nappy bin provided in the accessible/ baby changing toilet.
- Ensure toilets, sinks and toilet areas are clean and ensure you check all toilets and sinks for blockages before you leave.
- Check all doors and windows are closed and locked before leaving the premises and please remember to set the alarm in venues that have one.

Please report any issues to the Town Office.

Thank you for your co-operation.



CORONAVIRUS

To help ensure the safety of the users of our buildings, the following conditions will need to be adhered to by hirers of our buildings.

The cleaning guide will need to be followed and everything used by hirers must be thoroughly cleaned with the cleaning materials provided.

Hirers must bring their own tea towels to dry up any crockery and take their tea towel with them.

Hirers must remind guests to regularly wash their hands and dispose of tissues in the bins provided.

Hand sanitiser has been provided at the exits of the buildings and hirers and guests are encouraged to use them when they enter and exit the building.

Hirers must ensure guests adhere to the 2m social distancing guidelines. Face coverings should be worn where possible but should not replace social distancing.

Hirers are expected to act responsibly and take notice of Government and Public Health England advice.

Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the bookings due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household.

If anyone becomes unwell with symptoms of COVID-19 in a community building should go home immediately and be advised to follow the stay at home guidance which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.



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Booking Form

For Office Use
Invoice no: _____
Receipt no: _____
Booking ref: _____

Venue: Hub (Main Hall, Meeting Room or Whole building) Sports Pavilion / Great Cambourne Cricket Pavilion Lower Cambourne Cricket Pavilion / Bowls Pavilion	
Date of Hiring:	
Time of Hiring:	From _____ am/pm To _____ am/pm
Name: of individual (or organisation) making the booking	
Address: of person to whom all correspondence should be addressed	Post code: Tel No: E-Mail:
Use: purpose of the booking e.g. birthday party, meeting, event	
Alcohol: Are you providing alcohol at your event? Are you supplying the alcohol? Are you providing outside bar facilities? Please state the hours for bar facilities.	Yes / No (If no, please ignore the rest of this section) Yes / No Yes / No From _____ am/pm To _____ am/pm (Supply of alcohol must end half an hour before function ends)

Total cost of Hire: £ _____	For Office Use
Deposit paid: £ _____ Date paid: _____	
Balance to pay: £ _____ (balance must be paid no later than 2 weeks before booking)	
Damage Waiver: £ _____ (to be paid in cash only)	
	Date fully paid: _____
	Payment Type: _____

Please make arrangements to collect a key and pay the Damage Waiver in the week leading up to your booking. Also please be aware CCTV is recording in The Hub, Sports Pavilion and Great Cambourne Cricket Pavilion at all times.

In order to complete your booking please read the following declarations which have been put into place following The General Data Protection Regulation (GDPR) 25th May 2018.

- I hereby give permission for Cambourne Town Council to hold personal information of myself / organisation which includes all or some of the following: Names, addresses, email addresses and phone numbers on their Edge database.
- I am hiring on my own behalf / on behalf of an organisation (whose authority I have) and by signing I agree to be bound by the conditions set out on the Letting Package which I have read and understood including conditions **2, 11, 12, 13, 14, 31 and 32.**

Sign _____ Date _____

Please complete and return to:

The Hub, Cambourne Community Centre, High Street, Cambourne, Cambridge, CB23 6GW

Telephone: 01954 714403

Email: bookings@cambourneparishcouncil.gov.uk

Lettings package agreed November 2019



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COVID 19: Guidance for the safe use of places of worships

The Town Council in formulating the following guidance has taken into account:

1. [The safe opening of Council Buildings.](#)
2. [Guidance for the safe use of multi-purpose community facilities.](#)
3. [Guidance for the safe use of places of worship during the pandemic](#)
4. [Maintaining records of staff, customers, and visitors to support NHS Test & Trace.](#)

From 4th July 2020, gatherings of up to 30 people will be permitted but only in certain public places as set out in law. This will include places of worship and their surrounding premises. This guidance sets out how to ensure your place of worship is COVID-19 secure.

Whilst engaging in an activity in the place of worship or surrounding grounds, all parties should adhere to social distancing guidelines.

We will require a risk assessment from hirers before we can allow the booking to go ahead. Please return the risk assessment to Cambourne Town Council.

Key principles for safely opening places of worship

Each individual place of worship is strongly advised to apply this guidance with reference to its own specific circumstances, including its size and type of activities, how it is organised, operated, managed and regulated.

- Further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel to and from or enter and exit the venue.
- Arranging one-way travel routes between transport hubs and venues.
- Advising visitors to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.

Religious leaders should adopt the guidance below and seek to include additional changes that could be made to their religious rituals that usually involve close contact and shared items between individuals. It is recommended that, where possible, places of worship continue to stream worship or other events to avoid large gatherings and to continue to reach those individuals who are self-isolating or particularly vulnerable to COVID-19.

- Individuals should be prevented from touching or kissing objects that are handled communally. Barriers and/or clear signage should be put in place where necessary to avoid this taking place.
- Individuals should also avoid touching property belonging to others such as shoes which, if removed, should be placed and collected by their owner while adhering to social distancing principles.
- Reusable and communal resources such as prayer mats, service sheets, religious texts or devotional material should be removed from use. Single use alternatives should be provided as long as they are removed and disposed of by the worshipper.



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- Items owned by the individual to aid worship such as a prayer mat or religious text, can be brought in but should be removed again by the worshipper.
- In circumstances where worshippers cannot bring their own books, places of worship should keep a selection of clean books for individuals to use. Clean books should be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use. Items which cannot be easily cleaned should also be subject to the 48 hour quarantine after use.
- Activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided in worship or devotions and in rehearsals. This is because there is a possible additional risk of infection in environments where individuals are singing or chanting as a group, and this applies even if social distancing is being observed or face coverings are used.
- Where essential to an act of worship, one individual only should be permitted to sing or chant, and the use of plexi-glass screens should be considered to protect worshippers from them, as this will further prevent transmission and the screen can be easily cleaned.
- Any pre-requisite washing/ablution rituals should not be done at the place of worship but carried out prior to arrival.
- Where possible faith leaders should discourage cash donations and continue to use online or contactless giving and resources.

Social distancing

All managers and all visitors to a place of worship should follow the guidelines on social distancing including:

- Where possible, adhere to social distancing of at least 2 metres or 1 meter with risk mitigation (where 2 meters is not viable) between households. For frequently used places, mark areas using floor tape or paint to help people maintain social distance.
- Avoid any face-to-face seating by changing layouts, reduce the number of people in enclosed spaces, improve ventilation, use protective screens and face coverings.
- Queue management is important so the flow of groups in and out of the premises can be carefully controlled in a socially distanced way, reducing the risk of congestion or contact.
- Visitors should wait outside of the buildings in a distanced queue or in their vehicles, until it is time for the booking to begin or they have been called in by the hirer.
 - We would like to encourage hirers to bring their own food and drink to reduce the amount of kitchen usage. If the kitchen is used in the building, social distancing is still to be maintained and the kitchen is to be thoroughly cleaned and all cutlery and crockery to be fully cleaned, dry and put away. Hirers will need to bring their own tea towels and take them away with them.
 - As before, all rubbish created by visitors will need to be taken home with them or properly disposed of in the bins provided.

Hand Hygiene

- Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, or after being in public areas.
- When you cough or sneeze, cover your mouth and nose with a tissue, or the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically



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immediately afterwards. Then wash your hands thoroughly for at least 20 seconds using soap and water or hand sanitiser if hand washing facilities are not available.

- On entering and leaving a place of worship, everyone, including staff, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available.
- Hand Sanitising stations will be positioned at the entrances and exits of the buildings.

Toilets

We encourage visitors to use their own home facilities but if they are needed:

- Using social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out.
- Suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand dryers) are available.
- Putting up a visible cleaning schedule that is kept up to date and visible
- All surfaces, especially those most frequently touched such as door handles and rails, should be regularly cleaned by hirers and visitors using standard cleaning products.

NHS Test and Trace

NHS Test and Trace is a key part of the country's ongoing COVID-19 response. If we can rapidly detect people who have recently come into close contact with a new COVID-19 case, we can take swift action to minimise transmission of the virus. This is important as lockdown measures are eased and will help us return to a more normal way of life and reduce the risk of needing local lockdowns in the future.

- the name of the customer or visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group
- a contact phone number for each customer or visitor, or for the lead member of a group of people
- date of visit, arrival time and, where possible, departure time

We ask that the hirer will maintain a record of all those attending the bookings and include the information above. This information will be made available to Cambourne Town Council if requested. We will only request if it is needed for public health services.

If a customer or visitor informs you that they do not want their details shared for the purposes of NHS Test and Trace, they can choose to opt out, and if they do so you should not share their information used for booking purposes with NHS Test and Trace.

To support NHS Test and Trace, you should hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing



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and tracing. After 21 days, this information should be securely disposed of or deleted. When deleting or disposing of data, you must do so in a way that does not risk unintended access (e.g. shredding paper documents and ensuring permanent deletion of electronic files).

Places of worship and faith leaders should consider how guidance can be communicated to visitors, including before they visit, in a way that is accessible and appropriate for the cultures, languages and reading levels of communities served by the place of worship.

Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the place of worship due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household. Remote participation should be considered, for example by live streaming. This applies equally to individuals who work at the place of worship.

If anyone becomes unwell with symptoms of COVID-19 in a community building should go home immediately and be advised to follow the [stay at home guidance](#) which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.

Cambourne Town Council should be notified immediately if anyone has or is showing symptoms of Covid-19. We will close the building to deep clean it before any other hirer can use it.



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Covid-19-Building Guidance

Room	Max Capacity (Inc. Hirer)	Queuing	Cleaning Materials	Hand Sanitiser
Hub Main Hall	50 People	Visitors to wait in cars and/or queue from rear car park entrance, leaving enough space for people to exit. The queue should continue away from the bike shelter and towards the direction of the Main Hall and not extend into the car park.	Can be found in the kitchen under the sink in front of the door.	Yes- Positioned at entrance and exit of building
Hub Meeting Room	15 People	Visitors to wait in cars and/or queue from rear car park entrance, leaving enough space for people to exit. The queue should continue towards the direction of the bike shed and not extend into the car park.	Can be found in the kitchen under the sink in front of the door.	Yes- Positioned at entrance and exit of building
New Cricket Pavilion	15 People	Visitors to wait in cars and or/queue from bottom of ramp, leaving enough room for people to exit. The queue should continue around the building towards the cricket pitches and not extend into the car park.	Can be found in the cupboard under the kitchen sink	Yes- Positioned at entrance and exit of building
Sports Pavilion	20 People	Visitors to queue outside of the building and not in the stairwell to allow for people exiting to leave safely. The queue should stick to the path and not queue on to the grass.	Can be found in the cupboard under the kitchen sink. (not in the bar area)	Yes- Positioned at entrance and exit of building
Lower Cricket Pavilion	8 People	Visitors to wait in cars and/or queue outside from the side door of the building on to the path and not into the car park.	Can be found on the countertop in the kitchen.	Yes- Positioned at entrance and exit of building



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Bowls Pavilion	4 People	Visitors to wait in cars and/or queue from the gate of the bowls pavilion away from the car park until all those before have left.	Can be found in the cupboard under the kitchen sink.	Yes- Positioned at entrance and exit of building
Blue School Main Hall	28 People	Visitors to wait in cars and/or queue in the playground outside of the room their booking is in and leave enough room for the people before to exit.	Can be found in the kitchen.	Yes- Positioned at entrance and exit of building
Blue School Classrooms	15 People	Visitors to wait in cars and/or queue in the playground outside of the room their booking is in and leave enough room for the people before to exit. Those with bookings in Classroom 3 to queue from the bottom of the stairs/ramp, following the pavement and should not block entry of those leaving.	Can be found in the kitchen.	Yes- Positioned at entrance and exit of building



CAMBOURNE TOWN COUNCIL
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Guidelines for Regular Hirers of Cambourne Community Buildings

The Town Council in formulating the following guidance has taken into account:

1. [The safe opening of Council Buildings.](#)
2. [Guidance for the safe use of multi-purpose community facilities.](#)
3. [Guidance for the safe use of places of worship during the pandemic](#)
4. [Maintaining records of staff, customers, and visitors to support NHS Test & Trace.](#)

Following recent Government Guidelines our community buildings can be reopened for public use again for certain activities. To help decrease the risk of a second outbreak and to ensure the safety of the public, the following conditions will need to be followed to allow for hirers to continue to use our buildings.

We will require a risk assessment from hirers before we can allow the booking to go ahead. Please return the risk assessment to Cambourne Town Council.

Cleaning

Hirers will now be given extra time before and after their bookings to thoroughly clean any equipment used and to allow for staggered arrival and exits times of those who attend your bookings. This extra time is not to be used to begin activities earlier or end them later. Different amounts of time will be given to hirers depending on how much time they feel they need to comfortably hold their booking.

Hirers that use any chairs and tables will need to thoroughly clean them and wipe them down before they are stored away. The Town Council will be providing cleaning materials for hirers to use; however, it is recommended for hirers to also bring their own cleaning materials if they wish.

Hand sanitiser dispensers have been placed at the entrance of buildings for the public to use. We advise all to use these when entering or exiting the building after a booking if you do not travel with your own.

Bins have been placed in the halls and bathrooms and any tissues should be disposed of in these bins. Hand should be washed or sanitised after coughing or sneezing or touching any surfaces.

We would like to encourage hirers to bring their own food and drink to reduce the amount of kitchen usage. If the kitchen is used in the building it is to be thoroughly cleaned and all cutlery and crockery to be fully cleaned, dry and put away. Hirers will need to bring their own tea towels and take them away with them.

As before, all rubbish created by visitors will need to be taken home with them or properly disposed of in the bins provided.



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Toilets

We encourage visitors to use their own home facilities but if they are needed, signs and posters have been put up in all bathrooms to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face.

- We would like to encourage visitors to maintain social distancing in the toilets and where queues normally form, and the adoption of a limited entry approach, with one in, one out.
- We have provided suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand dryers) are available.
- We have put up a visible cleaning schedule that is kept up to date and visible.
- All surfaces, especially those most frequently touched such as door handles and rails, will be regularly cleaned by our cleaners and this can also be maintained by those who use the toilets using standard cleaning products.

Distancing

Hirers must ensure that those who attend their bookings adhere to the 2m social distancing rules. This may result in less people attending your bookings. The hirer of the building should also stagger the times people enter and exit their bookings to reduce the pressure at exits and entrances. The flow of groups in and out of the premises should be carefully controlled to reduce the risk of congestion.

Those attending classes will no longer be allowed to wait in corridors for classes to begin or end. They must remain outside the building or in their vehicles until it is time for the booking to start or once the organiser has called you in. If parents are not attending the booking with their child, they must leave the building after dropping them off.

If your booking requires tables to be used, they must be spaced 2m apart and there should be one person to a table.

Face to face seating should be avoided by changing layouts and reducing the number of people in an enclosed space.

NHS Test and Trace

We would like to ask that hirers of our buildings maintain a record of all those attending their bookings and include the information below. This information will be made available to Cambourne Town Council if requested. We will only request information if it is needed for public health services.

NHS Test and Trace is a key part of the country's ongoing COVID-19 response. If we can rapidly detect people who have recently come into close contact with a new COVID-19 case, we can take swift action to minimise transmission of the virus. This is important as lockdown measures are eased and will help us return to a more normal way of life and reduce the risk of needing local lockdowns in the future.

- the name of the customer or visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group



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- a contact phone number for each customer or visitor, or for the lead member of a group of people
- date of visit, arrival time and, where possible, departure time

If a customer or visitor informs you that they do not want their details shared for the purposes of NHS Test and Trace, they can choose to opt out, and if they do so you should not share their information used for booking purposes with NHS Test and Trace.

To support NHS Test and Trace, you should hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information should be securely disposed of or deleted. When deleting or disposing of data, you must do so in a way that does not risk unintended access (e.g. shredding paper documents and ensuring permanent deletion of electronic files).

Further Advice

Individuals should also avoid touching property belonging to others and reusable and communal resources should be removed from use.

Bookings that involve activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided.

Hirers should discourage cash payments and encourage online payments.

Please let the staff know as soon as possible if cleaning materials need replacing. This document may be subject to change as Government Guidelines change.

Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the bookings due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household.

If anyone becomes unwell with symptoms of COVID-19 in a community building should go home immediately and be advised to follow the [stay at home guidance](#) which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.

Cambourne Town Council should be notified immediately if anyone has or is showing symptoms of Covid-19. We will close the building to deep clean it before any other hirer can use it.



COVID-19 Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk by Hirers and Council	Notes- Cambourne Town Council
Car Park/paths/patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop contaminated rubbish.</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaners/Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Bins emptied daily.</p>
Entrance hall/lobby/corridors	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Hirers to use the bins provided</p> <p>Identify "pinch points" and busy areas. Mark out 2 metre spacing in entrance area.</p> <p>Create one-way system where possible and provide signage.</p> <p>No waiting in the corridor for classes to begin or end.</p> <p>Door handles and light switches to be cleaned regularly.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in hallways, main halls and meeting rooms. Empty bins daily.</p> <p>Cleaning materials stock to be checked daily and restocked promptly.</p> <p>Signage to remind no waiting in corridor and 2m distancing.</p>



Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment. Screen. Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing not being observed</p>	<p>Hand sanitiser to be provided by entrance doors.</p> <p>Door handles, light switches, window catches, tables, chairs, and other equipment used by hirers to be cleaned before & after use.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash and sanitise hands regularly.</p> <p>Hirers to ensure those who attend bookings are kept 2m apart.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand soap and sanitiser.</p> <p>Posters in toilets to remind public of NHS hand washing technique.</p> <p>Posters to remind public to keep 2m distance.</p>
Small meeting rooms, offices, classrooms, and pavilions	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces where possible and avoid use of small rooms, other than as offices.</p> <p>Layouts may need to be rearranged to reduce face to face seating.</p> <p>Less people may be able to attend bookings due to size of rooms.</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p> <p>Cleaning equipment provided.</p>



		<p>Surfaces and equipment to be cleaned by hirers before use and by cleaners in evenings.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p>	
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave</p>	<p>Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels. Hand sanitiser, soap, and paper towels to be provided.</p> <p>Consider encouraging hirers to bring their own Food and Drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p> <p>Signage to remind of social distancing and cleaning the kitchen.</p>
<p>Storage Rooms (furniture/equipment)</p>	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p>Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Consider whether re-arrangement or additional trolleys will facilitate social distancing.</p>



<p>Toilets</p>	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Cleaners/Staff to sign time on cleaning sheet to show when toilets were last cleaned.</p> <p>Posters to encourage 20 second hand washing.</p> <p>Hirers encourage online systems and cashless payments as far as possible.</p> <p>Changing rooms to remain closed.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer to contact office staff/caretaker re-stocking if needed.</p> <p>Staff to check posters remain up and cleaning sheet being kept up with.</p>
<p>Cash</p>	<p>Handling cash</p>	<p>Hirers encourage online systems and cashless payments as far as possible.</p>	<p>Town Council office to encourage taking only card/online payment.</p>
<p>Changing Rooms</p>	<p>Government guidance is these remain closed at 4th July 2020.</p>		



CAMBOURNE TOWN COUNCIL
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LETTINGS PACKAGE FOR CAMBOURNE BUILDINGS. PRIMARILY FOR THE USE OF CAMBOURNE RESIDENTS.

Buildings Available for hire



The Hub Community Centre (Main Hall & Meeting Room)

High Street
Great Cambourne
Cambs
CB23 6GW



Great Cambourne Cricket Pavilion (access from carpark)

Back Lane
Great Cambourne
Cambs
CB23 6FY



Lower Cambourne Cricket Pavilion

Woodfield Lane
Lower Cambourne
Cambs
CB23 6FD



Bowls Pavilion & Bowling Green

Back Lane
Great Cambourne
Cambs
CB23 6FY



Sports Pavilion (and pitches)

Back Lane
Great Cambourne
Cambs
CB23 6FY



Blue School

Eastgate
Great Cambourne
Cambs CB23 6DZ

Please complete and return to:

The Hub, Cambourne Community Centre, High Street, Cambourne, Cambridge, CB23 6GW

Telephone: 01954 714403

Email: bookings@cambourneparishcouncil.gov.uk

Lettings package agreed July 2018



CAMBOURNE TOWN COUNCIL
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How bookings should be made

Bookings should be made via the Town Office if possible.
(There is no online booking facility). Alternatively, you can:

1. **EMAIL:** e-mail the Bookings Clerk direct at: -
bookings@cambourneparishcouncil.gov.uk
2. **PHONE:** Contact the Town Office on **01954 714403**. If there is no answer, please leave a message and the bookings clerk will get back to you.
3. **WEBSITE:** Booking request can be made at:
www.cambourneparishcouncil.gov.uk

Once you have contacted the Bookings Clerk and you have agreed a day and time, a calendar sheet will need to be completed and insurance documents provided.

Town Office Opening times

Monday	09:00 – 17:00
Tuesday	09:00 – 17:00
Wednesday	09:00 – 17:00
Thursday	09:00 – 17:00
Friday	09:00 – 16:00 Closed 13:00 – 14:00
Saturday	Closed
Sunday	Closed

Please complete and return to:

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Facility Information

The Hub

The Premises consists of two rooms, The Main Hall and the smaller Meeting Room.

- The Main Hall measures at 18.4 metres x 12.2 metres with polished wooden floor.
- This Hall holds a maximum capacity of 300 persons, however limited to 150 if closely seated.

- There is also a smaller Meeting Room, which measures at 9.5 metres x 7.7 metres with wooden laminate flooring.
- The Meeting Room has a maximum capacity of 50 persons.

The Sports Pavilion

The premises consist of one Clubroom which is available to book.

- The Clubroom measures at 13.9 metres x 5.9 metres with laminate flooring.
- This room has a maximum capacity of 60 persons.

The Great Cambourne Cricket Pavilion

The Great Cambourne Cricket Pavilion premise consists of one Clubroom which is available for hire.

- The Clubroom measures at 10.6 metres x 6 metres with laminate flooring.
- The room has a maximum capacity of 60 persons.

The Lower Cambourne Cricket Pavilion

The Lower Cambourne Cricket Pavilion premise consists of one Clubroom which is available for hire.

- The Clubroom measures at 3.3 meters x 10.1 meters with laminate flooring.
- The room has a maximum capacity of 20-30 persons.

The Bowls Pavilion

The Bowls Pavilion premise consists of one small room which is available for hire.

- The room has laminate flooring.
- The room has a maximum capacity of 10-20 persons

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Lettings package agreed July 2018



CAMBOURNE TOWN COUNCIL
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Facility information

The premises are available for letting from 9am daily and our license states that the premises must be cleared and locked up by Midnight on Friday and Saturday and by 11:30pm Sunday to Thursday.

Each premise includes a fully equipped kitchen and toilets, including baby changing facilities.

Key Deposit

We operate a £20 key deposit per regular booking. Key deposits are to be paid cash only. This will be used to cover any damage or to make good any mess left behind. Your key deposit will be returned to you within a 48-hour period once you have returned the key and the rooms you used have been checked over.

Insurance and DBS checks

All regular bookings that involve the public will need to produce a valid certificate of public liability insurance before they have their first session. All regular bookings that involve working with minors will need to provide a DBS check certificate for everyone over the age of 16 that is in charge of the minors before their first session.

Emergency details

In case of emergency when letting the facilities please contact **999**.

For non-emergency issues when letting the facilities call **Caretaker on: 07817719498**

In case of alarm activation or security issues call **Cambridge Security Services: 01223 312 123**

Cancellation notification

If you need to cancel a booking, please notify Office staff as soon as possible. If more than one week's prior notice is given, the booking can be removed from the invoice and you will not be charged for the cancellation. If less than a week's notice is given you will be charged as normal, unless there are exceptional circumstances, which will need to be approved by the Town Clerk.

The Management and Operation of all facilities is by Cambourne Town Council

Please complete and return to:

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Email: bookings@cambourneparishcouncil.gov.uk

Lettings package agreed July 2018



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Letting Conditions

1. All regular hires must act with courtesy to the Cambourne Community and other hires.
2. Smoking is not permitted inside of any facilities. There are designated smoking areas outside the premises.
3. Insurance: All regular bookings need to provide valid public liability insurance before their bookings can take place.

Most activities should be covered by The Town Council's insurance. The Town Clerk however will check with the insurers in case of doubt and an additional premium may be requested from the Hirer unless they are covered by their own insurance policy.

4. Hirers must comply with any instruction of The Town Council relating to the security, maintenance, good order and Health and Safety of The Hub.
5. In case of accidents in the building please contact the Town Office immediately or on the next working day.
6. Regular bookings will not, without the consent of The Town Clerk, introduce equipment, alter fixed installations, alter or remove fire and safety equipment, or otherwise take any action which may create a hazard for persons using the Premises.

It is the Hirer/User's responsibility to ensure that all equipment brought into the premises meets current safety regulations. The Town Council cannot be held responsible for any accident that involves any equipment the Hirer/User or his/her Agent has brought onto the premises. The Hirer/User must advise the Booking Clerk at the time of Booking of any equipment he/she or their Agent intends to bring onto the premises.

7. The Town Council reserves the right to refuse to hire or may cancel with or without notice any agreed hire if, in their opinion, such use could be detrimental to the fabric of the building or its fixtures, fittings, contents or be contrary to the principles of use for which the premises is intended.

No signage or posters are to be erected internally or externally to the building. Notices and decorations may only be affixed to designated notice boards. Only internal decorations approved by the prior consent of The Town Clerk may be used in conjunction with non-damaging fixings e.g. "White Tac" / "Blue Tac"

8. The Hirers shall not do, or permit, nor suffer to be done on the premises or within the curtilage of its boundaries including the car park, paths and surrounds anything which may

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invalidate the insurance of the premises or increase the premium of such insurance and/or which may cause a noise or be of annoyance to the general public or occupiers of surrounding properties.

9. It is the responsibility of The Hirers to ensure that all lights and electrical appliances are switched off and **all equipment and kitchen facilities are properly cleaned prior to vacating the premises.**
10. The Hirer and group leaders should familiarise themselves with the security system and ensure that all external doors are bolted when locking up.
11. All use of the facilities is subject to the users accepting responsibility, **for returning furniture and equipment to their original placing and to leaving the premises and grounds in a clean and tidy condition. This will include sweeping up and wiping surfaces as necessary including tables.** If the premises and grounds are not left in a satisfactory condition, regular user groups will be charged staff time to bring the premises up to the required standard or in the case of a single hirer the deposit will be forfeited, and all reasonable additional charges may be incurred. **Persons hiring the premises will be held liable for any damage to buildings, furniture or other property** that is caused due to this hiring, and a claim for repair or replacement of such buildings, furniture or other property will be made. Please report all damage in writing to the Booking Clerk.
12. Litter, rubbish and all waste must not be left in or about the premises and grounds; **all rubbish must be collected and taken away with you at the end of any function or event.** No perishable foods are to be left on the premises. If the premises are left in a condition where rubbish or litter needs to be cleared by staff, the user group will be charged for the clearance or in the case of single hirers all or part of the deposit will be forfeited all reasonable additional charges may be incurred.
13. **The Named Hirer/Regular booking is responsible for all conditions of hire.**
14. The Hirer and group leaders must familiarise themselves with the Fire Proceedings on arrival at the premises. In case of fire all persons should leave the building and assemble at the fire assembly point.
15. The Hirer is responsible for First Aid, Fire Safety, including evacuation to designated areas, and the security of the premises. Fire exits must not be locked or obstructed. Regular user groups are to nominate a key holder who will take responsibility for all activities under the name of that group. That person will be given a key to keep and this will be signed for.
16. The Town Council do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending. Cars and their contents are left at owner's risk in the Public Car Park. In all cases users of the facilities should avoid undue noise on arrival and departure.
17. No animals are allowed on the premises, except in the case of trained assistance dogs.

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18. Hirers and organisers of events in the facilities are responsible for ensuring that the noise level of their functions is such that it does not interfere with other activities within the building nor causes inconvenience for the occupiers of nearby houses and property.
19. **All groups involving children must submit their Child Protection Policy to the Booking Clerk at the time of booking. They must ensure that the correct ratio of adult leaders to children is maintained at all times. Adults should be DBS checked as required. The Town Council reserve the right to see the Disclosure Documents at any time.**
20. No group should exceed the numbers as laid down by the Fire Officer/Licensing Authority which are states on page 4 of this document. These numbers must NOT be exceeded. The responsible officer will terminate the booking if the numbers are exceeded. If so, there will be no refund.
21. All bookings must be made through the Booking Clerk designated by The Town Office and a yearly calendar sheet completed.
22. The sale of alcoholic drinks requires a licence and The Town Council reserve the right to approve the Licence holder. Each booking where the provision of Alcoholic drinks is requested needs to be approved by The Town Council.
23. **When completing your booking form for one of the Town Council facilities we will require to have evidence of your age, identity and address to ensure premises are being hired by appropriate people in accordance with the licence for the building. The facilities will only be let to those over the age of 21, who will be attending the event.**
24. No new patrons to be admitted on to the premises after 23.00 when licensable activities are taking place.
25. The Town Council reserves the right to terminate any arrangement where there is evidence of public nuisance.
26. All facilities adopt, where possible, a 15-minute cooling down period after functions have finished allowing the gradual dispersion of users.
27. **The facilities have a policy of Challenge 25 "if you look under 25 years of age" you must ask them to prove they are over 18 years of age in relation to the sale and consumption of alcohol at your booking.**
28. The Town Council has a responsible officer who is on duty or is easily contactable in the event of any complaint arising from a licensed event.
29. Contact details will displayed to the front of the building. In case of alarm activation or security issues call: **Cambridge Security Services: 01223 312 123**
For emergency issues regarding the buildings call the caretaker on: **Caretaker on: 07817719498**

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30. Regular Hirers/Businesses/Parents/Carers or those named on the booking are responsible for the supervision of children during events **at all times.**
31. There are commercial and non commercial and residents rates and semi commercial
32. Invoices MUST be paid either in advance or within 14 days of receiving the invoice. Invoices are sent via email, if you would like an alternative method please notify the bookings clerk when making your booking. The Town Council reserve the right to cancel all bookings if payments are not made within 14 days of receiving the invoice. Please quote your invoice number.
33. If any event is terminated due to breach of the above letting conditions, there will be no refund given and the damage waiver will be retained.
34. If the booking overruns past the agreed time the Town Council reserve the right to charge for the additional time.
35. Town council events take priority over any other class/event. Therefore, regular hires are not permitted to use the Sports Pavilion, the New Cricket Pavilion, Lower Cricket Pavilion and the Hub at the weekends.

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Letting Conditions specific to The Hub

1. There is limited storage facility available for regular users. Use of this storage facility is subject to separate negotiation with **The Town Clerk**.
2. If the Hirer chooses to hire only one room in The Hub, and the other room is let to another, then both Hirers must have a mutual agreement between them to share the use of the kitchen.
3. Regular hirers are advised that the lay-by on the High Street is for loading and unloading purposes only. It is not to be used for parking; Hirers should use the car park at the rear of the building.
4. **The Town Council has installed a noise breaker in the main hall and a sound system. All amplified music taking place as part of a licensable activity is subject to noise control of the installed electronic noise limiting device and must use the main hall power supply, and not be independently powered. If this is not complied with, the responsible officer will terminate the event and no refund will given.**

NOTE: Opening of the fire exit doors to the main hall will cut the electricity supply to that room.

5. It is the responsibility of the Hirer to ensure that the blinds and curtains to the front and rear of the building are closed after 7pm and remain so during the period of the booking.
6. For popular events (such as festivals, discos and live music) where this is the anticipation that The Hub would be close to or reach capacity then tickets must be issued. A condition of hiring The Hub is that the Hirer adhere to the occupancy limits.
7. A risk assessment for regular bookings should be supplied to the Town Clerk detailing the level of stewarding and how the safety and wellbeing of user is to be achieved. The document must be circulated a minimum of 14 days prior to the first event. The event organiser is responsible for contacting the relevant authorities about the said event.
8. Hirers are requested that where possible, vehicles are encouraged to load and unload from the lay-by at the front of The Hub.

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The following times have been agreed by the Licensing Officer and must be strictly adhered to by all Hirers/Users.

For all activities involving regulated entertainment: -

Indoors only

Monday to Thursday	18:00 to 23:00
Fridays	18:00 to 23:30
Saturdays	18:00 to 23:30 (12:00 to 23:30 Sports Pavilion)
Sundays	12:00 to 23:00
Christmas Eve	12:00 to 00:30
New Year's Eve	12:00 to 01:30

Opening hours of the premises to the public: -

Monday to Thursday	18:00 to 23:00
Fridays	18:00 to 00:00
Saturdays	18:00 to 00:00 (12:00 to 00:00 Sports and New Cricket Pavilion)
Sundays	12:00 to 23:30
Christmas Eve	12:00 to 01:00
New Year's Eve	12:00 to 02:00

Sale of retail of alcohol for consumption on the premises: -

Monday to Thursdays	18:00 to 23:00
Fridays	18:00 to 23:30
Saturdays	18:00 to 23:30 (12:00 to 23:30 Sports Pavilion)
Sundays	12:00 to 23:00
Christmas Eve	12:00 to 00:30
New Year's Eve	12:00 to 01:30

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Weekdays (Sunday 00:01 to Friday 18:00)

	Hub Main Hall £/hour Capacity: 150 - 300	Hub Meeting Room £/hour Capacity: 50	LC Cricket Pavilion £/hour Capacity: 20 - 30	New Cricket Pavilion £/hour Capacity: 60	Sports Pavilion £/hour Capacity: 60	Bowls Pavilion £/hour Capacity: 10 - 20
Cambourne Residents, Cambourne Clubs, Cambourne Community Groups	£22.80 inc. VAT (£19.00 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£5.70 inc. VAT (£4.75 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£5.70 inc. VAT (£4.75 + VAT)
Non Cambourne Residents, Not Commercial	£46.20 inc. VAT (£38.50 + VAT)	£22.80 inc. VAT (£19.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£22.80 inc. VAT (£19.00 + VAT)	£22.80 inc. VAT (£19.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)
Commercial Bodies	£90.00 inc. VAT (£75.00 + VAT)	£60.00 inc. VAT (£50.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)	£60.00 inc. VAT (£50.00 + VAT)	£60.00 inc. VAT (£50.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)

Weekends (Friday 18:01 to Saturday 00:00)

	Hub Main Hall £/hour Capacity: 150 - 300	Hub Meeting Room £/hour Capacity: 50	LC Cricket Pavilion £/hour Capacity: 20 - 30	New Cricket Pavilion £/hour Capacity: 60	Sports Pavilion £/hour Capacity: 60	Bowls Pavilion £/hour Capacity: 10 - 20
Cambourne Residents, Cambourne Clubs, Cambourne Community Groups	£16.80 inc. VAT (£14.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£5.70 inc. VAT (£4.75 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£5.70 inc. VAT (£4.75 + VAT)
Non Cambourne Residents, Not Commercial	£22.80 inc. VAT (£19.00 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£8.40 inc. VAT (£7.00 + VAT)
Commercial Bodies	£42.00 inc. VAT (£35.00 + VAT)	£30.00 inc. VAT (£25.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)	£30.00 inc. VAT (£25.00 + VAT)	£30.00 inc. VAT (£25.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)

Hub Whole Building Rates

Weekdays Sunday 00:01-Friday 18:00	£21 Inc. VAT (£17.50 + VAT)
Weekends Friday 18:01-Saturday 00:00	£28.50 Inc. VAT (£23.75 + VAT)

Wedding Hire Charges

	Whole Day & Whole Building
Cambourne Resident	£255.30 (Inc. VAT)
Non Cambourne Resident	£357.45 (Inc VAT)

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**CLEANING GUIDE TO ALL USERS OF COMMUNITY CENTRES AND
PAVILIONS**

In order to keep the facilities clean and tidy for our regular users and private bookings, we ask that you follow our cleaning guide:

- Wipe down tables used before storing them away.
- Chairs and tables are to be stacked properly on the racks in venues where they are available. They must be stacked safely in venues that do not have a chair or table rack.
- Sweep the floor and mop up any spillages.
- Any crockery or cutlery used must be washed up and put away **(if you use the dishwasher, please remember to empty it)**.
- Remember to take any food or drink with you when you leave and empty the fridge.
- Private hirers are reminded to take their rubbish home with them. Spare bin bags are provided in the kitchen areas.
- Put nappies in the nappy bin provided in the disabled/baby changing toilet.
- Ensure you check all toilets and sinks for blockages before you leave.
- Check all doors and windows are closed and locked before leaving the premises and please remember to set the alarm in venues that have one.

Please report any issues to the Town Office. *Please be aware he may not always be available to answer calls.*

Thank you for your co-operation.



Coronavirus

To help ensure the safety of the users of our buildings, the following conditions will need to be adhered to by hirers of our buildings.

The cleaning guide will need to be followed and everything used by hirers must be thoroughly cleaned with the cleaning materials provided.

Hirers must bring their own tea towels to dry up any crockery and take their tea towel with them.

Hirers must remind guests to regularly wash their hands and dispose of tissues in the bins provided.

Hand sanitiser has been provided at the exits of the buildings and hirers and guests are encouraged to use them when they enter and exit the building.

Hirers must ensure guests adhere to the 2m social distancing guidelines. Face coverings should be worn where possible but should not replace social distancing.

Hirers are expected to act responsibly and take notice of Government and Public Health England advice.

Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the bookings due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household.

If anyone becomes unwell with symptoms of COVID-19 in a community building should go home immediately and be advised to follow the stay at home guidance which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.



CAMBOURNE TOWN COUNCIL
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For Office Use Invoice no: Receipt no: Booking ref:

Booking Form

Venue:	
Start Date:	
Day and Time of Hiring:	From ___ am/pm To ___ am/pm
Name: of individual/organisation making the booking	
Address: of person to whom all correspondence should be addressed	Post code: Tel No: E-Mail:
Status: I am a community group / non-profit organisation a semi-commercial user	Yes / No Yes / No
Kitchen: Do you require the use of the kitchen?	Yes / No
Use: Purpose for which facilities and accommodation required.	
COVID-19 Risk Assessment please provide a copy	
Do you have Public Liability Insurance? please provide a copy	
DBS please provide a copy if appropriate	

Hire charge per hour: £ _____

Invoice: monthly / half term / whole term

Damage Waiver: £ _____ **Key:** _____
(to be paid in cash only)

*The Damage Waiver also acts as a key deposit.
This will be returned if you decide to cancel your booking.*

Also please be aware CCTV is recording in The Hub, Sports Pavilion and Great Cambourne Cricket Pavilion at all times.

For Office Use Date fully paid: _____ Payment Type: _____
--

In order to complete your booking please read the following declarations which have been put into place following The General Data Protection Regulation (GDPR) 25th May 2018.

I hereby give permission for Cambourne Town Council to hold personal information of myself / organisation which includes all or some of the following: Names, addresses, email addresses and phone numbers on their Edge database.

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I am hiring on my own behalf / on behalf of an organisation (whose authority I have) and by signing I agree to be bound by the conditions set out on the Letting Conditions which I have read and understood.

Sign _____ Date _____

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