



## Hiring KPCC Oval for parties and socials - autumn 2021

We want to ensure that you, your family, friends and guests, our staff and volunteers, and all the Centre's users are protected from Covid. and that we all do everything we can to keep everyone safe and the premises Covid-secure. The virus is still circulating in Lambeth, so we all need to take care.

This Guide must be read alongside the Centre's Conditions of Hire.



The following conditions will apply to all parties or social events until further notice.

1. Parties or social events may only take place on Saturday afternoons for a maximum of 6 hours and must finish no later than 8pm. Bookings for evening parties will not be accepted.
2. Additional time will be allowed of up to 30 minutes before, and up to 30 minutes after, for preparation and clearing/cleaning up, to involve no more than five people.
3. The capacity of the Main Hall is restricted to a maximum of 40 people, and a further 20 may be accommodated separately in the outside courtyard. If the Community Room is also booked for additional space its capacity is no more than 10 people.
4. Everyone must wash or sanitise their hands on entering and leaving the premises. No more than one person shall enter the kitchen or toilets at a time.
5. Hirers are responsible for ensuring windows and doors (including external exit doors) are kept open as much as possible to aid ventilation; and for ensuring all external exit doors are firmly closed before departure.

6. Everyone should use the official NHS Test and Trace QR code if they can. It is the responsibility of the hirer to collect the contact details of anyone who has not used the code. Any personal data provided to KPCC will be treated confidentially in compliance with GDPR and will be deleted after 21 days.
7. Hirers are responsible for leaving the venue (including toilets and kitchen) clean and tidy. This includes wiping down and safely stacking all chairs and tables, and wiping down all surfaces and equipment etc before and after use.
8. No bouncy castles, inflatables or barbecues are permitted until further notice.
9. No alcohol is permitted on the premises or in its courtyard at any time.
10. We recognise that cancellations may be unavoidable during the pandemic. In the event of cancellation due to sickness or changes to government regulations, KPCC's usual requirement of 7 days' notice will be waived and KPCC will refund all monies within 7 days.
11. Discounts are only available to Kennington Park Estate residents. The booking must be in the name of the resident, who will be responsible for payment and meeting all our conditions. They must be present at all times during the function. Proof of residency may be required.

Non-compliance with any of KPCC's health and safety requirements will result in the loss of all or part of the hirer's deposit and a ban on any future bookings. The hirer will also be charged for the cost of any additional cleaning required as a result of their use of the Centre.

KPCC Oval, September 2021