



## **Booking terms and conditions for Phase 1 bookings from 17<sup>th</sup> May (Outdoor space and toilet block use)**

1. Your booking is not confirmed until your payment is cleared through the bank. Provisional bookings will be held for two weeks and will then be released without further communication.
2. Payment can be made by cheque (payable to Seven Springs OAC), bank transfer (using your invoice number as a reference) or through Paypal to [info@7springs.org.uk](mailto:info@7springs.org.uk) (again using your invoice number as a reference) but you will need to pay the fees which are 3.4% +20p.
3. Codes for key safes are normally sent out one or two days before arrival to the email address used for the booking and will not be sent out until payments have cleared.
4. If you cancel your booking two weeks or less before the date booked, the full payment will be required. The only exception is cancellation due to very wet weather between 17 May and 20<sup>th</sup> June.  
In the event that we need to cancel the booking, a full refund will be made.
5. Arrival and departure times must be adhered to.
6. Leaders are responsible for having their own risk assessments in place, signed off by their relevant governing organisation. For Girlguiding units this is your local commissioner.
7. Leaders will be responsible for the cleaning of toilet facilities prior to and after use.
8. We do not take bookings for all adult groups in any of our buildings or campsites.
9. Contact details for each booking / group of visitors will be kept for at least 21 days to assist with the Government's track and trace programme.
10. Dogs are not allowed on site (other than assistance dogs). This includes those belonging to leaders and parents.

## **What you will need to do to keep your group safe**

### *On arrival (leaders)*

1. Open up the toilet block (situated near the playground). There is a key safe situated on the back wall of the toilet block, the code for which will be issued just ahead of your visit. There will be two keys in the safe, one will open the toilets at one end and the other will open the showers at the other end (where cleaning materials are kept).
2. Leave the external door to the toilets open during your stay to allow ventilation.
3. Clean the toilets and wash hand basins. You can do this by wiping the toilets and wash hand basin beforehand using the disinfectant provided. To keep cleaning to a minimum only two of the six toilets will be available for use and one hand wash basin.

### *On arrival (all site users)*

1. Wash hands and/or use hand sanitizer provided (at first entrance to site, next to warden's caravan, near the playground and at the toilet block).
2. Check whether anyone has any new symptoms of Covid-19 and send them home if they have, keeping them away from the main group until they are collected.

### *During your stay*

- Follow current government guidance and that of your governing organisation about group sizes, social distancing, face coverings and isolation of people with symptoms or a positive test for Covid-19.
- Keep young people under supervision ensuring that no more than two people are using the toilet block at any one time. If there is a queue, there should be 2 metres between each person.
- Ensure that young people are supervised at all times on the playground.

### *On departure*

1. Clean the toilet facilities according to the schedule provided (see page 2). Materials for this are provided at the shower end of the building. Ensure rubbish is taken to the bin area.
2. Lock both ends of the building and return the keys to the key safe.
3. Scramble the numbers on the key safe.

### **Cleaning of toilet facilities**

Hirers are responsible for ensuring that facilities are clean before and after use.

Only two toilets will be opened at any one time and wash cubicles will be locked shut with users washing hands at the single wash hand basin.

Cleaning materials are stored at the opposite end of the toilet block (key available in key safe if cleaning materials are needed in an emergency). Toilet rolls are also kept here.

PPE (face covering and disposable gloves) are recommended to be worn when cleaning. These are provided with the cleaning materials.

### **Check list for cleaning**

<b>Action</b>	<b>Tick when completed</b>
Wipe down toilets, including seat, cistern and flush handle using water and the disinfectant provided. Use toilet cleaner for the bowl	
Wipe down hand wash sink	
Wipe down toilet doors including locks including entrance door	
Wipe light switches	
Refill paper towel dispenser if required	
Empty cubicle bins and replace liners	
Empty large bin and replace liner	
Mop the floor using the disinfectant provided	
Check whether PPE and/or cleaning materials need replenishing before storing them and advise Helen Fitton on <a href="mailto:office@girlguidingmanchester.org.uk">office@girlguidingmanchester.org.uk</a>	
Take rubbish to bin area (at top of site). Please ensure all rubbish is in the red bags provided.	