



# CHILLESFORD LODGE SWIMMING POOL

## COVID-19 REVISED TERMS and CONDITIONS of HIRE

1 August 2020

### **Definitions:**

Pool Facility/es are defined as the swimming pool complex which includes car parking and pedestrian access as marked on the attached map.

Fee is defined as the amount charged per 30 minute period and is inclusive of VAT.

Terms and Condition of Hire include Rules of Use, which ensure a safe environment that complies with all regulations.

Hirer is a nominated person/nominated company employee who is responsible for rules compliance within their hire period.

Minimum Regular Hire period is 30 minutes per week. Ad Hoc bookings by arrangement.

Minimum Regular Hire Contract Duration is one calendar quarter defined as; Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec.

Notice of termination for Regular Hire Contracts is one month.

Chillesford Lodge Estate Ltd is the nominated Management Company for the facilities.

### **HEALTH and SAFETY**

Chillesford Lodge Estate has an all risk Public Liability Insurance which includes all reasonable risk associated with the facilities, copy of this policy can be viewed on request.

All Hirers of the facilities agree to abide by the conditions of hire including compliance with Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).

All equipment is operated and maintained according to manufacturer's warranty requirements.

The Hirer will be required to report immediately to the Management Company any accident, defective equipment/property, or reduction in water quality, so that appropriate action can be taken as necessary.

Any action which necessitates an immediate closure of the pool will be communicated by email to all nominated hirers and refunds will be available for any 30 minute period missed on account of such emergency/unplanned closures.

All exits are to be left clear at all times, valuables should be left at home or locked in cars parked at the owner's risk.

The management company cannot be held responsible for any loss damage or theft from the facilities or any vehicles parked on the premises.

### **CONDITIONS of HIRE**

Private Hire periods are reserved on a first come first served basis. They are allocated quarterly. The minimum age for the Nominated Lead Hire of the facilities is 16 years.

Invoices will be issued quarterly in advance and payment terms are 14 days.

Fees will be reviewed annually and any change published on the Estate website.

Access to the changing rooms and swimming pool will be via a coded keypad lock which will be changed quarterly.

Payment will be acknowledged by email with disclosure of the keypad code for the following quarter.

On no account whatsoever should the key code be disclosed to children under the age of 8.

The key code may only be disclosed to a third party with express prior Management Company approval.

It is a legal requirement that a minimum of two competent people must be present in the pool room at any time during the hire period. The minimum age of competency in and around water is defined as 8 years.

The hirer and up to 7 guests may swim during the period without the requirement of a lifeguard being present.

**Lone swimming without a second competent person being present in the pool room is strictly prohibited.**

All children under the age of 16 must be accompanied by at least one competent swimmer.

All children under the age of 8 must be supervised at all times in all areas of the facility.

The Hirer remains responsible for the safety of all their fellow swimmers, including their fitness to swim.

The Hirer remains responsible for ensuring that no one with contagious diseases, (or any other medical condition which may affect the safety of any other person in their group, or the safety of the facility,) are allowed to swim.

The Hirer should ensure that no one in their group swims immediately after:

(i) consuming a heavy meal or alcohol, or (ii) after taking any strong medication or prescribed/recreational drugs (unless specifically approved by a doctor).

Access to the changing room facilities will be permitted **AFTER THE SWIM HIRE PERIOD** for up to 20 minutes.

The lead hirer will ensure that any excess water is mopped prior to leaving and all changing room facilities are left clean and tidy within 20 minutes of the end of the hire period.

Persistent failure to leave the facilities clean and tidy and or within the prescribed times will result in an immediate suspension of use by those responsible.

Any accident should be recorded in the Accident Book and reported to the Management Company.

## **RULES**

**ALL users of the facilities must have completed a contact sheet and signed agreement to abide by the T&Cs of hire.**

(Such personal details will be subject to a strict privacy policy compliant with all current Data Protection legislation and at no time will it be disclosed to any third party unless required by law.)

## **NEW COVID-19 MEASURES**

**Under COVID Compliance rules (published July 13<sup>th</sup> 2020 by SWIM ENGLAND) indoor pools can operate provided that certain swimmer densities, water quality, and revised management rules are maintained. In order to ensure the facility here at Chillesford can open safely the following new rules apply.**

**1. Swim Slots can only be hired to groups in the same "Bubble", (where bubble has been defined by HM Gov).**

**This means:-**

- (a) Swimmers do not have to maintain 2 metre social distancing in the pool room,**
- (b) Chillesford Lodge Estate Ltd. are not liable to enforce distancing,**
- (c) Public Liability Insurance is unaffected.**

**2. A new ONE WAY system will operate and should be followed at all times. Swimmers should not access the foyer until 5 minutes or less before their hire period, we suggest swimmers wait in their car. On arrival into the foyer ALL SWIMMERS MUST wash their hands using the MEDICAL WIPES/SANITISER provided. Each group should stay at least 2 metres away from the Key Pad Door.**

**3. On seeing the pool empty each group should proceed to the pool room directly from THE WALLED GARDEN, through the newly signed "Front Door". PLEASE FOLLOW THE ARROWS TO THE NEW MODESTY AREAS ALL outer footwear and coats should be left in the modesty areas in the pool room.**

**Ideally it is recommended that flip flops or similar CLEAN shoes are worn into the pool room.**

**(Especially care should be exercised over Training shoes which have been worn outside.)**

**4. All swimmers must arrive "BEACH READY" as there will be no access to the changing rooms before the hire period. If access to use the toilet is required before swimming, please use the CURRENT SWIMMERS ONLY changing room only and maintain social distancing of 2 metres whilst in the changing room corridor. The wearing of masks is advised in any circumstance where two different swimming groups COULD meet. This includes the foyer.**

**5. At the end of the hire period please collect your belongings and proceed to the changing room which coincides with your EXIT TIME. Do not use the CURRENT SWIMMERS ONLY changing room which is reserved for the group IN THE POOL. This rule will ensure each MAIN changing room has an hour between groups. Leave by the normal key pad door.**

No food or alcohol is to be consumed on the premises.

The Premises is a non-smoking area.

Private hire swimmers may arrange for medical assistance during their period.

No Running, Diving or Jumping is permitted in the pool room.

Only swimming aids/toys expressly BS approved for pool use are permitted into the pool room.

The hirer must ensure that all litter/waste/nappies etc are removed from the facilities at the end of each hire period.

All young children still using nappies MUST wear a disposable swim nappy with a neoprene swim nappy over the top completely concealing the disposable nappy.

All external doors and windows in the poolroom should be left closed at all times unless there is an emergency or Management Company intervention for whatever reason.

All other windows and doors must be left closed at the end of your allotted period.

All internal lights should be switched off at the end of the hire period.

All cars MUST observe the Estate speed restriction and drive with extreme caution at all times parking only in the area shown on the facilities map.

No access is permitted to any part of the wider estate at any time unless prior permission has been given by the Management Company.



CONTACT SHEET

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Name of Lead Hirer:.....

Mobile/Emergency Contact number.....

Email Address:.....

Day(s) of Hire:.....

Time(s) of Hire:.....

Total Time of Hire:.....

Cost per 30 Minute Period:.....Quarterly pre paid £15, Ad Hoc £5 per person for the first half hour (minimum charge £15), if 1 continuous hour is booked the second half hour is set at the £15 minimum charge, regardless of numbers.....

I agree to abide by the above Terms and Conditions of Hire of the facilities provided by Chillesford Lodge Estate and at all times to comply with the Rules of Use which includes acceptance and understanding of the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) which are published on the estate website. [www.chillesfordlodgeestate.co.uk](http://www.chillesfordlodgeestate.co.uk).

I CONFIRM THAT ALL SWIMMERS IN OUR BUBBLE LISTED BELOW ARE FREE FROM CORONA VIRUS AND ARE NOT EXHIBITING ANY SYMPTONS OF THE VIRUS AS DEFINED BY HM GOV. I ALSO AGREE THAT IN THE EVENT THAT ANY SWIMMER IN OUR BUBBLE LISTED BELOW DEVELOPS ANY SYMPTOMS, I WILL IMMEDIATELY INFORM CHILLESFORD LODGE ESTATE LTD. WHEREUPON I ACCEPT THAT OUR BUBBLE WILL BE SUSPENDED FROM SWIMMING WITH IMMEDIATE EFFECT. THIS SUSPENSION WILL REMAIN UNTIL ALL REQUIRED ISOLATION/QUARANTINE PERIODS, AS DEFINED BY HM GOV, HAVE BEEN OBSERVED BY THE SWIMMERS IN OUR BUBBLE. I ACCEPT THAT CHILLESFORD LODGE ESTATE WILL REINSTATE OUR SWIM SLOT IMMEDIATELY ON BEING NOTIFIED THAT SWIMMERS IN OUR BUBBLE ARE FREE OF THE VIRUS AS DETERMINED BY HM GOV.

*PRINT*

NAME.....Signature.....

DATE:.....

Additional Swimmers over the age of 16 in the care of the above lead hirer must also sign acceptance of the Terms and Conditions and Rules of Hire.

NAME.....Signature.....

NAME.....Signature.....

NAME.....Signature.....

NAME.....Signature.....

NAME.....Signature.....

NAME.....Signature.....

NAME.....Signature.....