

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance. In particular using either the hand sanitiser supplied when entering the hall or their own hand sanitiser which must be minimum 60% alcohol but preferably 70%. Those using the hall must also wash hands or hand sanitise after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. **You must submit a copy of your business' risk assessment to the booking secretary before using the hall.**

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive. You must keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash-hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. **You will be required to clean again on leaving** and to use hand sanitiser before leaving.

Please take care cleaning electrical equipment, switches etc. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test. Please also notify the hall booking secretary.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

Our absolute maximum number of people allowed to enter the hall will be 25. However for people attending your activity/event this may be less. In order that 2m social distancing can be maintained please work out the maximum number of participants you may have safely socially distanced in relation to the area of our hall. Our dimensions are as follows :

Main Hall 13.35m x 7.25m

committee Room 6.8 x 4.8m

You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, whilst entering and within the premises. As far as possible you will observe social distancing of 1m plus mitigation measures (wearing of masks) when using more confined areas (e.g. 'pinch points', e.g. moving and stowing equipment, accessing toilets, corridors) which should be kept as brief as possible. You will make sure that people only use the disabled toilet and that they do not wait in the corridor until it is vacant. You will ensure that they do not enter the cordoned-off rooms.

You will ensure that people attending your activity do not mingle socially in pair or groups whilst in the hall.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. Passing another person in a confined space is risky, particularly for older people, and should be avoided.

SC8:

You MUST keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required, in accordance with Public Health Regulations. You must register for an official NHS Track and Trace QR code, and display an NHS QR Poster in the hall before the start of your hire.

Registration can be found using this link:

<https://www.gov.uk/create-coronavirus-qr-poster>

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

SC10:

You will ask users to bring their own drinks and food. The kitchen will not be in use.

SC11:

We will have the right to close the hall without notice if there are safety concerns relating to COVID-19. For example, if someone who has attended the hall develops symptoms and thorough cleansing is required, or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for hires cancelled in this way.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is **the kitchen**. The kitchen is only to be used in the event of needing to isolate someone with suspected Covid-19 symptoms. Provide tissues and a bin or plastic bag and hand sanitiser. Check that you have the contact details of all the people using the hall before they leave the premises. On leaving they MUST observe the usual

hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the booking secretary as soon as it is safe to do so on 01453 836649 or 07855 188155.

SC13: In order to avoid risk of aerosol or droplet transmission when people breathe out, you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC14:

Those hosting an exercise or performing arts activity will also refer to the guidance issued by the relevant governing body for their activity. Those groups who use their own equipment must ask those attending to bring their own equipment and to not share it with other members. You will avoid using equipment which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and after use.

SC15:

You will inform all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating and drinking but they should be seated.

SC16:

Hirers must agree to absolve the hall committee from any liability that might be related to Covid-19 infection in addition to the standard terms and conditions of hall hire.