

Special Conditions of Hire–Covid-19

- 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 page 10 and 11, which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
- SC2.** You are required to keep a record of the name and contact telephone number or email of all those that attend your event for a period of 3 weeks after the event and provide the record to NHS Test & Trace if required.
- SC3.** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- SC4.** The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.
- Please take care cleaning electrical equipment. Use cloths - do not spray!
- SC5.** 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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the **Test, Track and Trace** system to alert others with whom they have been in contact.
- SC6.** 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 the kitchen windows are all securely closed on leaving. The roof, Velux windows are automatic and do not need to be closed by you.
- SC7.** You will ensure that no more than 75 people in the hall, 24 in the Club room, 12 in the Committee room and 2 in the kitchen attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.
- SC8.** 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, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
- SC9.** You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
- SC10.** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.
- SC11.** You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, to reduce the risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. You may use the dishwasher on the quick wash (at 45°C). Please wash your hands and then unload the dishwasher before leaving.
- SC12.** We will have the right to close the hall 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 this hire.
- SC13.** 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 marked, rear changing room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Commercial & Marketing Manager on 07741 284132.
- SC14.** Other special points as appropriate.
- a) For performances and other events with seated audiences: [You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row]. E.g. Where a group uses their own equipment:
 - b) 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 before being stored in the hall's cupboards.