**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 the hand sanitiser supplied when entering the hall and after using tissues. You are also responsible for asking all users to wear a face mask when using the hall, except for those with medical conditions, those under 11 years of age and those attending Dance/Pilates classes.

**SC2**:

You undertake to comply with the actions identified in the hall’s risk assessment, of which you have been provided with a copy.

**SC3:**

The hall will be cleaned before your arrival and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, chairs, wash hand basins, window catches, light switches, toilet handles, door handles) using either the products supplied or your own ordinary domestic products.

Please take care cleaning electrical equipment. 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, Track and Trace system to alert others with whom they have been in contact. They must seek a COVID test as soon as possible. This must then be reported to the Booking Secretary immediately on 07525 460128 or 01522 738259.

**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**:

You will ensure that no more than the below capacity of people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing (2 metres) while waiting to enter the premises, observes any one-way system put into place within the premises, and as far as possible when using more confined areas e.g. moving and stowing of 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.

|  |  |
| --- | --- |
| **Room** | **COVID 19 Capacity** |
| Community Room | 12 |
| Main Hall | 35 |

**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, 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.

**SC8**:

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

**SC9:**

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.

**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 encourage users to bring their own drinks and food to your sessions. You will be responsible, if drinks or food are made during your sessions, 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, so as to reduce the risk of contamination between hirers, and take them away at the end of your session. We will provide washing up liquid and washing up cloths.

**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 in the changing rooms off the toilets. 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 Booking Secretary immediately on 01522 738259 or 07525 460128. A copy of the treatment plan you need to follow is enclosed.

**SC14:**

For events with more the 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exit first and to invite people to use the toilets at the interval row by row.

**SC15:**

In order to avoid the risk of aerosol or droplet transmission, you must take steps to avoid people needing to unduly raise their voices to each other, eg refrain from playing music or broadcasts at a volume which makes normal conversation difficult

**SC16:**

You will encourage all those attending your activity to wear a face covering unless an exception or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated in doing so. All face masks must be replaced as soon as people have finished eating and drinking. A full list of exceptions is included in the risk assessment

**SC17:**

Other special points as appropriate.

**Where a group uses their own equipment:**

You will ask those attending to bring their own equipment and not share it with other members or 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.

Signed by hirer…………………………………………………………………………………………………

Full name………………………………………………………………………………………………………..

Date……………………………………………………………………………………………………………….