

Special Conditions of Hire during COVID-19

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

SC4, SC6, SC8, and SC9 revised 30 September 2020 to reflect 'Rule of Six' and new 'Track and Trace' requirements

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.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. Failure to comply could result in you not being allowed to continue to use the hall.

SC3:

The hall will be cleaned before you arrive and you will be responsible for cleaning all surfaces regularly used during your period of hire (including tables, wash hand basins, door handles and the key safe) using the products supplied. You will complete the cleaning sheet to confirm that appropriate cleaning has been done. Please take care cleaning electrical equipment. Use paper cloths - do not spray!

You will be allowed an extra 15 minutes (free of charge) before and after your hire period to give you time to set up and to get your attendees safely into the hall, and afterwards, for cleaning and safe exit from the building.

If our cleaner is unavailable for any reason you will be required to clean the hall thoroughly before your use, if you still wish to use it. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

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, however mild, within 48 hours of visiting they must alert NHS Test and Trace and seek a COVID-19 antigen test.

If they have received a positive coronavirus (COVID-19) test result, they should immediately self-isolate and stay at home for at least 10 days from when symptoms started

SC5:

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

Once all your attendees are safely inside, before you commence your activity or event, we recommend that you lock the main entrance to ensure that no unauthorised people

can enter the building.

SC6:

You will ensure that no more than 30 people attend your activity/event in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

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. 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 social distancing of 2m between individual people or groups of six or less people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

You will not draw the curtains or touch them for any purposes.

SC9:

You MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and paper cleaning cloths, putting all rubbish into the black wheelie bin outside the front door of the hall when you leave.

SC11:

The kitchen will not be available for you to use. You will ensure that no one enters the kitchen other than to access the light switches or to get the key for the sound cupboard or to fill a bowl with warm water (see SC13). You will encourage attendees to bring their own refreshments if required.

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 bench in the entrance lobby. 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 Coordinator on 07960 203055 or the Chairman on 07790 337038.

SC14:

In order to avoid risk of aerosol or droplet transmission 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.

SC15:

You will encourage 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 or drinking, but they should be seated.

SC16:

Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

Where an activity or event requires special clothing:

You will ensure that all attendees come to your event or activity wearing the appropriate clothing. No one is permitted to change their clothing on hall premises.

Where a group uses their own equipment:

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 storerooms.