

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.

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 arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire on leaving (including tables, plastic chairs, wash hand basins, door handles, light switches, window catches, toilet handles and seats) using the cleaning products supplied.

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

There will be a cleaning schedule to be signed by the hall Cleaner and the Hirer showing dates and times of cleaning.

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 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.

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 number of people required to maintain a 1 metre social distance attend your activity/event. The main hall measures 100 sq metres and a maximum of 20 people is advised. Certain types of activity may reduce that number. You will ensure that everyone attending maintains social distancing while waiting to enter 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 1 person uses each suite of toilets at one time. Paper towels will be provided in all toilets for hand drying instead of using hand dryers which are more risky because of droplets.

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 1m 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 1metre across the table between people who are face to face e.g. using a wide U-shape.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins or bags provided and place them in the outside bin before you leave the hall.

SC10:

You will encourage users to bring their own drinks, cups and food if possible. 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, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. Paper towels will be available for drying hands.

SC11:

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.

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 small hall. 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 hall Chairman, Geoff Wilkinson, on 01636 640300.