

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:

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 and to 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.

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 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. A list of contact names and telephone numbers should be submitted to Sally Stone (Template provided)

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. If in Winter where there is no ventilation, please wear masks.

SC6:

You will ensure that no more than **20 seated or 30 standing** people (Government limit) 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 an orderly queue with safe distancing is maintained **outside the disabled toilet (both ladies and gents are closed)**.

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 will be responsible for the **disposal of all rubbish** created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before you leave the hall.

SC10:

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.

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 whilst at the hall, we recommend that you should send that person home to self-isolate and for them to seek a test immediately. 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 bookings officer Sally Stone on 01969 663373 or Jane Ritchie on 01969 663385.

SC13:

No theatre events or performances to be held in hall until otherwise advised.