

Special Conditions of Hire during COVID-19

updated 7 January 2021

Note: These conditions are supplemental to, not a replacement for, our 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 poster which is also displayed in each room, in particular using the hand sanitiser supplied when entering the building 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. In the event of a suspected case of COVID-19 occurring during your booking, (also see SC13) we/you must keep the contact details of everyone involved in the meeting for 21 days. Please ensure that you leave the list on each occasion on the sanitiser station in the room you use. These will be shredded after 21 days.

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.

OR, by prior arrangement only and at an additional fee:

The hall will be cleaned before your arrival and after you depart. 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!

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 people attend your activity/event than permitted by the revised maximum room capacities **of 25 in the Main hall, 15 in the Annexe and 11 in the Committee Rooms**, in order that social distancing can be maintained. **These limits include all group leaders and other helpers.** You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the signs within the premises, and as far as possible observes 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 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, 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 social distancing of 2m between individual people or groups of up **six**, or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or group, rather than face to face, and good ventilation. 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 – see the sample Hirer's risk assessment attached for more information. Please use the folding chairs in preference to the fabric chairs, the latter should be sprayed with Anti bac spray before you leave the premises.

SC9:

You (the hirer) **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 cleaning cloths, in the rubbish bags provided in the nearest kitchen before you leave the hall.

SC11:

We suggest you encourage users to bring their own drinks and food. 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.

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 **main hall storage room** accessed via the Main Hall entry. 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 Clementine on 07340 099036.**

SC14:

Currently the maximum capacity available is 25 people in the Main Hall. If the capacity can be increased at any time in the future it may be possible to hold events with more than 30 people present. In which case, for events with more than 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 exits first and invite people to use toilets in the interval row by row.

SC15:

Live performances e.g. drama, music are not permitted at present. This is in order to avoid the risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other e.g. refrain from playing loud music or broadcasts at a volume which makes normal conversation difficult.

SC16:

Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members. Please 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.

SC17:

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.

SC18:

Closing: Provision of food and drink MUST cease by 10pm. Any bar, dinner or similar activity MUST close by 10pm.

Please sign and date here
to confirm acceptance and return a copy to Clementine.