



## 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 and exiting the hall and after using tissues. There are two Hand Sanitiser stations, one on the left as you enter through the double doors and one by the first of the two exit doors.

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 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! Before vacating the premises you should sign the log, located on the notice board, to confirm that you have effectively sanitised all items as above.

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: There is a one-way system in place. You, the hirer, may unlock and enter in the usual manner, but you should open the double doors so that your members can enter via the Fore Street entrance, they can then exit in the normal way through the lobby. Everyone must be aware that Community Shop customers may be queuing outside the shop. Social distancing should always be maintained from these customers, a conversation may need to be held with them, in order to gain safe egress from the hall.

SC6: 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.

SC7: You will ensure that no more than 20 people attend your activity/event, in order that social distancing can be maintained. You will also make sure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures, when using more confined areas (e.g. shared by 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.

SC8: 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.

SC9: 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 to two from the same household 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, 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 e.g. using a wide U-shape table layout.

SC10: You are asked to 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.

SC11: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided, taking all rubbish away with you when you leave the hall. Note: To minimise infection sources, the kitchen is not available to hall users.

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 Committee Room behind the stage. 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 Bookings Secretary on 01395 567574.

SC14: Live performances e.g. drama, music are not permitted at present. This is in order to avoid 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 music or broadcasts at a volume which makes normal conversation difficult.

SC15: Other special points as appropriate. e.g. Where a group uses their own equipment which is stored at the premises, you will ensure that such equipment is cleaned before and after use. Those attending bringing their own equipment, should not share it with other members. You should, as far as possible, avoid using equipment, which is difficult to clean.

SC16: 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.