



Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's standard 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 displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: You undertake to take suitable actions to identify risks associated with your use of the hall, & to act to mitigate them.

SC3: The hall, foyer, toilets & kitchen will be cleaned before you arrive and 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.

NOTE: You must always clean any equipment or furniture, whether belonging to the group or to the hall, taken out of storage areas, both before you use it & when you return it to storage areas.

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a Covid-19 test.

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 attend your activity/event, than can be accommodated whilst maintaining a suitable social distance & never more than the maximum permitted in the building. You will encourage social distancing, wearing of face masks & one-way systems where it is considered necessary to mitigate unnecessary risk. You will take particular care to ensure that social distancing is maintained for any persons clinically more vulnerable to Covid-19. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing.

SC7: You are requested to keep a record of all those who attend your event by asking everyone to scan the NHS QR poster displayed about the hall & keeping a register of those who do not have the app.

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 before you leave the hall. Rubbish bins are located outside the kitchen door; please use the correct bin (recycling only or general waste)

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, 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 a separate area. Ask others in your group to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform Pam Arnfield on 0776 176 4206 immediately.

Please sign & return these special conditions before your first meeting or event:

Signed:.....

date:

Group represented:.....