

## Special conditions of hire during COVID-19

These conditions are in addition to your existing hire agreement, they do not replace it.

1. You, the hirer will be responsible for ensuring those attending your activity comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the notices in the hall, in particular using the hand sanitiser when entering the hall and after using tissue.
2. You undertake to comply with the actions identified in the hall's operating procedures of which you have been provided with a copy.
3. You will be responsible for cleaning door handles, light switches, 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 arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins using either the products supplied 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!
4. You will make sure that everyone likely to attend your activity 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 day of visiting the premises they must use the test, track and trace system to alert others with whom they have been in contact.
5. You will keep the premises well ventilated throughout your hire, with doors open as far as convenient. You will be responsible for ensuring

that they are all securely closed on leaving.

6. You will ensure that no more than 10 people in the meeting room and 30 in the main hall attend your activity, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observe any one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas. You will make sure that no more than one person will use the toilet at one time. You should encourage use of the sanitiser both before and after use of the toilet.
7. You will take particular care to ensure social distancing is maintained for any persons aged 70 or over or more likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in or out of rooms and ensuring they can access toilets 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.
8. 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 households or 1m with mitigation measures such as: seating side by side with at least one empty chair between each person or family group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people of different household groups who are face to face.
9. 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. (People are not obliged to provide details)

10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths by taking this rubbish away with you when you leave the hall.
11. You will make it clear to your group that there are no kitchen facilities and that they should bring their own refreshment – particularly water.
12. 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 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 the hire.
13. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should remove them to the designated safe room which was the ladies toilets. A COVID-19 first aid box is provided. Ask others in the group to provide contact details if not already done and then leave the premises.
14. In order to avoid the risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music at a volume which makes normal conversation difficult.
15. Where an exercise activity takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your activity.

16. Where a group uses their own equipment, they must not share with others. If you provide the equipment it must be cleaned before and after use. There will be no storage facilities at the hall.