

Special Conditions of Hire during COVID-19

July 19 2021+

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 government COVID-19 Secure Guidelines while entering and occupying the hall.

SC2: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they have had COVID-19 symptoms in the last 10 days or anyone in their household has had symptoms in the last 10 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact.

SC3: Please give your contact details to the members of your group and keep a record of the name and contact telephone number or email of all those who attend your event.

SC4: Please 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.

SC5: The hall was cleaned by the caretaker first thing this morning. You should leave the hall in good condition. Please ensure that all the surfaces that have been used by your group (i.e. door handles, light switches, window catches, equipment, chairs, tables, wash basins, toilet handles & seats) have been wiped clean after your period of hire. Cleaning tools and products are provided. It is easier if you encourage all your group to wipe down surfaces as they use them - antiseptic wipes are provided.

SC6: Please pay special consideration to any in your group who may be clinically more vulnerable or who have not been fully vaccinated. Give them more social distance if necessary.

SC7: We will have the right to close the hall if there are safety concerns relating to COVID-19 - for example, if public buildings are asked to close again, 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. If this is necessary, we will do our best to inform you promptly and you will not be charged for that hire.

SC8: If someone becomes unwell with suspected Covid-19 symptoms while at the hall you should ensure that they can get safely home as quickly as possible. Being outdoors is safest, but if needed, they should wait in the designated safe area which is the disabled toilet at the front of the hall. There are tissues and a bin for coughs & sneezes and a basin, soap & hot water for handwashing. Ask the others in your group: to provide contact details if you do not have them; to leave the premises using hand sanitiser; and to launder their clothes when they arrive home. Please alert the Booking Secretary on **07704 379406** so that they can inform the hall cleaner. Please alert Test and Trace on **119**.