

SUPPLEMENT CONDITIONS OF HIRE DURING COVID-19 RESTRICTIONS

Note: These conditions are supplemental to 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 Guidelines while entering and occupying the hall, as shown on the attached poster (which is also displayed in the hall), in particular cleaning their hands, preferably using soap and water, when entering the hall and after using tissues. You will be responsible for keeping an accurate log of contact information for all those attending your activity or event.

SC2: You will be responsible for cleaning all surfaces used during your period of hire – including door handles, light switches, window catches, equipment, benches, chair handles/tables, toilet/tap handles - before other members of your group arrive AND before you leave. You will use the products supplied. You will cordon off any chairs used with the tape provided and label with the date used.

SC3: You will be responsible for the disposal of all rubbish created during your hire, including tissues, handtowels and cleaning cloths in the rubbish bins outside the hall.

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 and Protect system to alert others with whom they have been in contact and inform the hall committee.

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: Allowing for physical distancing of 2m the capacity of the hall is 15 people/households

and the kitchen 6. You will ensure that no more than this capacity attend your activity/event, in order that physical distancing can be maintained. You will ensure that everyone attending maintains physical distancing while waiting to enter the hall, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person, other than someone who needs assistance, uses the toilet at one time.

SC7: You will take particular care to ensure that physical 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 toilet without others being present.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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.

SC9: You will 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 the dishwasher as far as possible. Otherwise in hot soapy water, dried and stowed away. We will provide washing up liquid, disposable washing up and drying cloths.

SC10: 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.

SC11: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should follow the guidance displayed on the wall of the hall and kitchen area. Call 999 if they need urgent medical attention and move them to the designated safe area (the kitchen area by the back door). Provide tissues and a bin bag and hand sanitiser. 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 physical distancing precautions, and advise them to launder their clothes when they arrive home. Inform a Committee member.

SC12: You will ask those attending to bring their own equipment and not share it with other members as far as possible. You will 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.

SC13: You will inform attendees at the beginning of each hire of the COVID-19 Guidelines (on attached poster), particularly that only one toilet is in use.

SC14: You will pay for your hire by BACS transfer, unless by special arrangement with the hall treasurer.

SC15: You will use the hand sanitiser provided before and after using the key pad to gain access to the hall.

14th July 2020

Note: These conditions are subject to revision in line with changes in government guidance.