

## SPECIAL CONDITIONS OF HIRE DURING COVID-19 PANDEMIC

1. 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 the hall and after using tissues.
2. These conditions are in addition to the standard conditions of hire and will override them in case of any conflict.
3. WBCA have taken all reasonable steps to ensure that the hall is safe to use, but take no responsibility for any consequence whatsoever arising from the use of the hall. Users of the hall do so at their own risk.
4. 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 the products supplied which will be kept on the counter in the kitchen. You will be required to clean again on leaving. Please do not spray any electrical equipment, but use a cloth.
5. You must 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.
6. Please keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient, and make sure that they are all securely closed on leaving.
7. Please ensure that no more than 25 people attend your activity/event, in order that social distancing can be maintained. You should ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment. Please make sure that no more than two people, and preferably only one, use each suite of toilets at one time.
8. You should 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.

9. Please 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, 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.
10. The kitchen will be available for use during your hire, but the only equipment available will be the kettle and the water heater. The cupboards will be sealed off. Please bring your own food and drink and utensils, and take them away with you to be cleaned later at home.
11. All rubbish created during your hire, including tissues and cleaning cloths, should be taken away with you in the rubbish bags provided.
12. The hall chairs are upholstered and should not be cleaned except for the plastic seat edges, which should only be wiped. After use they should be placed together in one group in the chair quarantine area, and a day of use card placed on the group. After 72 hours they are considered to be safe to use.
13. 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 cleaning 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.
14. 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 at the back of the stage on the right hand side. A chair, gloves, tissues, paper towels, a plastic waste bag, and a bowl for hand washing will be provided. Ensure that they can return home safely, and if necessary that an ambulance is called. 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 hall contact on 01797 222738, 07802 322315.