

**SPECIAL CONDITIONS OF HIRE DURING COVID-19 PANDEMIC  
from May 17<sup>th</sup> 2021**

1. These conditions are in addition to the standard conditions of hire and will override them in case of any conflict.
2. 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.
3. 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.
4. 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a COVID-19 test.
5. You should 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.
6. You should ensure that no more than 25 people (not including those running the event) attend your activity/event in order that social distancing can be maintained. Please ensure that people attending do so in groups of no more than 6 or two households and that such groups do not mingle. You should ensure that social distancing of 2m between individuals or groups is maintained by everyone as far as possible including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas e.g. moving and stowing equipment, accessing toilets, which should be kept as brief as possible. Please make sure that preferably only one person uses each suite of toilets at one time.
7. 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 or other confined areas without compromising social distancing.
8. You should position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or fewer people or two households, or 1m with mitigation measures such as: seating side by side with one empty chair between each person or household group rather than face to face, face coverings, and good ventilation. If tables are being used, place them so as to maintain social distancing across the table between people from different household groups who are face to face e.g. using a wide U-shape.
9. You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (at least one member of any group of up to 6 people or 2 households must provide details). This can be done either by operating an

advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster. If food or drink is being served, then the contact details of **everyone** attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.

10. All rubbish created during your hire, including tissues and cleaning cloths, should be taken away with you in the rubbish bags provided.
11. Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct from a water bottle used during exercise) it must be consumed while seated. Alcohol must only be served at tables. If food and drink is served at tables you **MUST** ensure there is no mingling between groups at different tables, who must be seated in accordance with clause 8.
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 these 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 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 are 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.
15. For events with more than 30 people (when allowed) you should take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.
16. In order to avoid risk of aerosol or droplet transmission you should take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
17. You should encourage all those attending your activity to wear a face covering unless exempt or undertaking exercise or an activity which would negatively impact your ability to do so, or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.