

## **Special Conditions Of Hire During COVID-19**

**Note: These conditions are supplemental to, not a replacement for the hall's ordinary conditions of hire**

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the secure COVID-19 guidelines while entering and occupying the hall.
2. The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, chairs, wash hand basins, door handles, sound system etc). The cleaning products will be supplied. Please take care cleaning electrical equipment. Use cloths – do not spray!
3. You will ensure everyone uses the hand sanitiser on entry and exit.
4. 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. 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.
5. By law masks **MUST** be worn on the premises. For exercise e.g. Pilates – masks and shoes must be worn to the mat they can then be removed.
6. You will keep the premises well ventilated throughout your hire, with all windows open and doors if convenient. You will be responsible for ensuring they are all securely closed on leaving.
7. You will ensure that everyone attending maintains social distancing whilst waiting to enter the premises and observes the one-way system within the premises. You will make sure that no more than 2 people use each suite of toilets at one time.
8. You will position furniture or the arrangement of the room as far as possible to facilitate people sitting 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 the people who are face to face e.g. using a wide U shape.

9. You will encourage users to bring their own food and drink. You will make sure that there is no more than 2 people in the kitchen at one time. The kitchen **MUST** be cleaned thoroughly after use to avoid cross contamination between users. We will provide cleaning products.
10. We will have the right to cancel your activity/event or close the hall if there are safety concerns relating to COVID-19. For example if someone who has attended the hall develops symptoms and through cleansing is required or if it is 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/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.
11. In the event of someone becoming unwell with suspected COVID-19 symptoms whilst at the hall you should remove them to the designated safe area which is the front entrance vestibule. Provide tissues and a bin or plastic bag and a bowl of hot soapy water for hand washing. Ask others to provide their contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions. Advise them to launder their clothes when they arrive home. Inform the hall manager on 07977942494

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