**Special Conditions of Hire during COVID-19**

**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 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.

SC2:

You undertake to comply with the actions identified in the hall’s risk assessment, of which you have been provided with a copy.

SC3:

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 either the products supplied (which will be under the kitchen sink) or your own ordinary domestic products. You will be required to clean again on leaving. You must enter a record in the Cleaning Book when you have completed this. The book will be found in a Perspex holder on the wall just inside the front door.

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, Track and Trace system to alert others with whom they have been in contact.

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:

For fire safety reasons the normal capacity of the hall is 60. Assuming 2 metres social distancing that would be reduced to 15. For social distancing of 1 metre the figure would be 30. These figures are based on individuals attending rather than groups of people from the same or no more than two households, so represent a cautious approach. You must make your own assessment based on this guidance according to the type of activity, age relationships and vulnerability of your group. You should ensure that everyone attending maintains currently recommended social distancing while entering the premises and, as far as possible when using more confined areas eg moving and stowing equipment, which should be kept as brief as possible.

SC7:

You will keep an accurate record of attendees. This can be done by an advance booking system or/and, by using the NHS QR poster at the hall entrane. If notified by the hall bookings secretary, you will be able to make contact with those persons in line with government track and trace policy.

SC8:

You will 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 exammple, keeping the current social distancing 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.

SC9:

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 people who are face to face e.g. using a wide U-shape.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided before you leave the hall.

SC11:

You will be responsible, if drinks or food are consumed, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels so as to reduce risk of contamination between hirers and take them away. We will provide washing up liquid and washing up cloths.

SC12:

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 the hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should immediately ask them to leave, 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 bookings secretary on 07857 976729.

SC14:

If your group uses equipment you will ask those attending to bring their own equipment and not share it with other members] or 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 and after use.

SC15:

You will encourage all those attending your activity to wear a face covering unless an exemption 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.