

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

**SC1: Covid-19 Secure Guidelines**

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, the following points MUST be followed:**

**SC1.1:**

No queueing within the entrance hall, or corridor by the Post Office/Shop

- Queueing should be avoided wherever possible. Start and end times of your session should be adjusted to remove the need for people to queue
- Where an activity has classes that run back to back, the timings will need to be adjusted to allow for cleaning between classes and remove the need for queues

**SC1.2:**

Passing in the corridor leading to the hall should be kept to a minimum. If necessary, operate a one-way system into the hall, and exit via the fire doors next to the toilets.

**SC1.3:**

You undertake to ensure that everyone entering the hall uses the hand sanitiser supplied, and again when they leave.

**SC2: Risk Assessment**

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

**SC3: Cleaning**

**You will be responsible for cleaning before and after your event.** You will need to allow for this additional time within the agreed period of your booking. **This may impact the start times and end times of your activity.**

**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 in a clearly accessible location) or your own ordinary domestic products. **You will be required to clean again on leaving** the hall and sign the cleaning record sheet to confirm that this has been done.

Please take care cleaning electrical equipment. Use cloths - do not spray!

**SC4: Attendance at your event**

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

**SC5: Ventilation**

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6: Maximum numbers**

You will ensure that the numbers attending your activity/event continue to follow government guidelines regarding social distancing and the wearing of masks, (this includes instructors).

You will 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 observes 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. You will make sure that no more than one person uses each suite of toilets at one time.

**SC7: Social distancing**

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 example keeping a 1m 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.

**SC8: Tables and chairs**

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 1m between individual people or groups of up to two households, and consider and adopt where necessary / possible, mitigating measures such as seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will 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.

**SC9: Record keeping**

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. All personal records must be kept secure and comply with the requirements of GDPR.

**SC10: Disposal of rubbish**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

**SC11: Food and drink and use of the kitchen**

If required, you will encourage users to bring their own drinks and food. If you use the kitchen to make food or drinks, you will be responsible for ensuring that all crockery and cutlery is washed in the dishwasher, dried, and stowed away. You will bring your own clean tea towels, to reduce the risk of contamination between hirers, and take them away.

**SC12: Suspected Covid-19 symptoms while at the hall**

- 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 the small meeting room**.
- Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing.
- 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 cleaner on **01993 670008**.

**SC13: Playing music**

In order to avoid the risk of aerosol or droplet transmission you must 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.

**SC14: Performing arts and sports activities**

Where a sports, exercise or performing arts activities take place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

**SC15: Personal equipment**

Where those attending an event or activity are bringing their own equipment, this must not be shared with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

**SC16: Face coverings**

You will encourage all those attending your activity to wear a face covering when moving around the building, unless an exemption or other government guidance applies to them or the activity.

**SC17: In case of emergency**

It is important to prioritise safety. In the event of a fire or accident people do not have to stay 1 to 2m apart if it would be unsafe to do so

**SC18: Potential for future hall closures**

The Trustees maintain 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 these 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.

I/we acknowledge and agree to the Covid-19 Special Conditions of Hire:

**Signed**

**Date**

**Name**