

Special Conditions of hire during Covid. Sept 2020

SC1 You, the Hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 guidelines while entering and occupying the hall, as shown on the poster displayed at the entrance hall and a copy of which, is attached in this package. Specifically, SANITISE.

SC2 You undertake to comply with the actions indentified in the Hall's risk assessment, of which you have been provided with a copy.

SC3 The hall will be cleaned befor eyour arrival and you will be responsible for cleaning all regularly used surfaces during your activity during your period of hire (including tables, hand basins, door handles, floors) using certain products provided and your own domestic products.

SC4 You will make sure that everyone likely to attend 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 symtoms 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 convenient. You will be responsible for closing them on leaving.

SC6 You will ensure that the number of people attending your activity does not exceed the amount of 30 (at present), in compliance at all times with the 2 metre distancing rules. (This could be subject to change) You will ensure that everyone observes social distancing on entering, uses the one way system in operation (automatic doors in, wooden door out).

SC8 You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to 2 households or 1m mitigation measures.

SC9 You are asked to keep a record of the name and contact telephone number or email of those attending your activity for a period of 3 weeks after the event and provide Track and Trace to the NHS if required.

SC10 At this point, the back kitchen is Not in use for the groups.

SC11. Where necessary, dispose of your own rubbish in the back kitchen bin.

SC12 We have the right to close the Hall if there are safety concerns relating to Covid-19, this may include non-compliance of rules. If this is necessary, we will attempt to contact you, The Hirer, as promptly as possible.

SC13 In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, you should

remove them to the designated area in the BACK KITCHEN, where a chair and first aid box are available. Ask all members of the group to leave and advise them to launder all clothes when they arrive home. Inform the hall manager on 01341 247 933.

SC14 Other special points.

Those bringing and using their own equipment are asked not to share it with others.

Guidelines from various associations will be on display for all groups to read.

Any queries please contact us.

Thank you for your continued support and understanding in these trying times.

Stay safe.