



Special Conditions of Hire after July 19th, 2021

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 COVID19 Secure Information poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering and exiting the hall and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, 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 in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. You will need to sign a Cleaning Rota for both entry and exit sanitising.

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

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 COVID-19 symptoms, and that if they develop symptoms within 48 hours of visiting the premises, they MUST immediately self-isolate, alert NHS Test and Trace and seek a COVID-19 PCR test. They must also alert you and the Bookings Secretary on 01525 600 250.

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: People should continue to keep their distance from others as much as possible. Social contact should be limited indoors and mask wearing considered indoors if appropriate.

SC7: 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 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 and vulnerable people that should be avoided.

SC8: It is worth considering positioning furniture or the arrangement of the room as far as possible to facilitate people seated side by side, rather than face to face.

SC9: It is advisable to 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. 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 or a manual record of those who do have the app, supplied at the entrance.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen area before you leave the hall. Litter pick and gloves provided for outside areas and car park.

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 these Special Hiring Conditions are not being complied with, whether by you or by other hirers, or if 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. Spot checks will be carried out throughout each week to ensure the Hall is being sanitised and Hirers and their attendees are keeping to these Conditions.

SC13: 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 ladies toilet area. A first Aid COVID19 supplement is provided in this event in the labelled 'First Aid Box' cupboard in the kitchen. 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 Bookings Secretary on 01525 600 250.

SC14: Other special points as appropriate:

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

SC16: In order to avoid risk of aerosol or droplet transmission you must ensure the Hall is well ventilated and attendees are not crowded.

SC17: You will encourage all those attending your activity to wear a face covering in crowded situations or to protect a vulnerable person attending.

SC18: If using the outside space, you will need to consider what might be a safe indoor capacity to ensure the Hall is not overcrowded, if there were any possibility you would need to move indoors due to bad weather or for another reason

I have read and understand the Special Conditions of Hire during COVID-19.

Signed _____

Group _____

Date _____