

## Special Terms and 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 poster on page 7 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 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. All attendees' details must be noted (for Track and Trace).

### SC4:

You will respect the government guidance to adhere to the **1m plus rule**, which states that if non-household members "cannot stay 2 metres apart you should stay more than 1 metre apart, as well as taking extra steps to stay safe." For example, wearing face coverings in indoor spaces, moving outdoors, making sure rooms are well ventilated.

### SC5:

Face masks / coverings must be worn at all times in the Hall, except when actually eating/drinking/exercising.

### SC6:

You will ensure that no more than 30 people in total attend your activity/event. This includes the event organiser and any speakers / presenters / performers / drinks servers etc. 2 people from a household/bubble may sit together at a table. 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 when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than 1 person uses each suite of toilets at one time.

### SC7:

The hall surfaces (including tables, wash hand basins, door handles) will be cleaned before you arrive, and you will be responsible for cleaning all regularly used surfaces during your period of hire using either the products supplied or your own ordinary domestic products. Handheld remote-control units and electrical equipment must be very carefully cleaned. Use cloths - do not spray! Keep a record of what you have cleaned and when.

**SC8:**

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 and locked on leaving.

**SC9:**

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 plus 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.

**SC10:**

You will use the tables and chairs in the positions laid out by the Hall's trustees, unless you have express permission to move them for a sporting event during which the markings should be used to maintain social distancing. Tables and chairs must be moved back to the marked positions at the end of the event - and cleaned.

**SC11:**

The kitchen may be used for "light refreshments" (including Coffee Mornings) to be served from the hatch by one person (or two from the same "social bubble"). "Light refreshments" means use of the kettle and serving of biscuits/cake etc. - but NOT use of the cooker. Disposable gloves are provided for your use. Please dispose of these yourselves.

**SC12:**

30 place settings of crockery cutlery will be kept in / near the dish washer - and only these items may be used. The dish washer must be switched on to heat up at the beginning of any event where refreshments are to be served - and all crockery & cutlery hot-washed in the dishwasher at the end of the event (not hand-washed).

**SC13:**

When the kitchen is in use, exit via the rear double-doors will be encouraged as an alternative to the marked route through the kitchen.

**SC14:**

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

**SC15:**

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 Green Reading Room. Provide tissues and a bin or plastic bag, and hand sanitiser. 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

**SC16:**

Where a group uses their own equipment:

- You will ask those attending to bring their own equipment and not share it with other members.
- 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 use and before being stored in the hall's cupboards

**SC17:**

The Hall's microphones must not be used. If one is needed the hirer / visitor must supply their own.

**SC18:**

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 this hire.