



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

**These conditions are supplemental to the hall's ordinary conditions of hire.**

**While the Government has signalled the ending of Covid restrictions from 24th February you are asked to observe the following requirements in order that more vulnerable people feel safe using this Centre.**

**SC1:** You, the hirer, occupy the hall(s) at your own risk and will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the poster which is displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the Centre.

**SC2:** You undertake to comply with the actions identified in the Centre'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 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

**SC4:** You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving.  
Please take care cleaning electrical equipment: Use cloths - do not spray!

**SC5:** You will keep the premises well ventilated throughout your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

**SC6:** You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise that no more than 80 people attend your activity/event in the Large Hall and 30 in the Small Hall, in order that social distancing can be maintained.

**SC7:** You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

**SC8:** You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing.

**SC9:** You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

**SC10:** 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 Centre.

**SC11:** You will encourage your users to ensure that any food or drink that they bring with them is kept with their own belongings and that no food or drink is left behind at the end of the session. Food or drink should if possible be consumed while seated.

**SC12:** We will have the right to close the Centre if there are safety concerns relating to COVID-19. For example, if someone who has attended the Centre 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 any periods of hire so affected.

**SC13:** In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g. refrain from playing loud music at a volume which makes normal conversation difficult.

**SC14:** If someone becomes unwell with suspected Covid-19 symptoms, arrange for them to go home or move them to the designated safe area which is the car park. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Make sure you have contact details for others in your group and then ask them to leave the premises. Advise them to launder their clothes when they arrive home. Inform the Centre Manager on 01279 329686.

**SC15:** Other special points as appropriate.

For example - where a sports, 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.

For example - where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members, or you will ensure that any equipment you provide is cleaned before use and before being stored in the storeroom(s).