



Special Conditions of Hire during COVID-19

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

SC1: You, the hirer, occupy the hall(s) at your own risk and 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 which is displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall.

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 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 your own ordinary domestic products. Please take care when cleaning any electrical equipment. Use cloths - do not spray!

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 had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** advise you and the Centre Manager on 01279 329686, and 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 far as convenient, and the extractor fan(s) on. You will be responsible for ensuring they are all securely closed and switched off on leaving.

SC6: You will ensure that no more than your agreed number of people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the Centre, 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 the toilet or the kitchen) which should be kept as brief as possible.

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 2m distance around them when going in and out of rooms and ensuring they can access the toilet, 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: You will position furniture and/or equipment within the arrangement of the hall as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation 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 with good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape around the table.

SC9: 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.

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.

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 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 the event of someone becoming unwell with suspected Covid-19 symptoms during your hire period at the hall you should remove them to a safe area, preferably outside the building if possible. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ensure all others in your group provide their 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. Also, inform the Centre Manager on 01279 329686 immediately.

SC14: Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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, and bearing in mind any open windows or doors etc affecting the local residents.

SC15: Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members, and you should avoid using equipment which is difficult to clean, as far as possible. You will ensure that any special equipment you provide and normally keep at the Centre is cleaned both before use and before being stored back in the hall's cupboards or storerooms.