



*Covid-19*  
*Special Conditions of Hire*

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

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

- 1: 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 displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall.
- 2: Those entering the hall must use the hand sanitiser provided in the entrance hall and the bin provided in the toilet for the disposal of used tissues.
- 3: The hall will be cleaned regularly and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, door handles, light switches and equipment) and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive. You may use the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products.
- 4: Please take care cleaning electrical equipment. Use cloths - do not spray!
- 5: It is the responsibility of the hirer to ensure that all those attending 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.
- 6: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
- 7: You will ensure that you risk assess your activity ensuring that social distancing is observed at all times, to comply with the current COVID-19 regulations. All those attending must maintain 2 metres distancing while waiting to enter or leave the premise, observe the one-way system signposted within the premises and, observe social distancing of 1 metre plus mitigating measure when using more confined areas
- 8: You will ensure that only one person at a time can use the toilet and paper towels will be provided. Access to the toilet will be signposted to maintain a one-way system to avoid congestion in the entrance hall.
- 9: Take particular care to ensure that social distancing of 2 metres is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19.
- 10: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2 metres 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 good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face
- 11: You are asked to keep a record of the name and contact telephone number or email of all those who attend your activity/ event listing their name and contact number. This record must be available for a period of 3 weeks after the activity/event to be provided to NHS Track and trace if required.

12: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. Rubbish bins will be located in the toilet and front hall

13: There will be no catering facilities available to comply with current regulations. Those attending the activity may bring a bottle of water for their personal use during the activity. This must be removed at the end of the activity along with all items of clothing. Any clothing left in the hall will be disposed of.

14: The committee 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. This would require the hall to be deep cleaned. The committee will do their best to inform promptly and you will not be charged for the cancelled hire.

15: In someone become unwell with suspected Covid-19 symptoms while at the hall you should move them to the designated area which is the rear hall, provide wipes and hand sanitiser and arrange for them to be collected as soon as is possible. All others in the group must be asked to observe the usual hand sanitising and social distancing precautions and advised to launder their clothes when they arrive home. The hirer must inform a member of the committee

16: To avoid risk of aerosol or droplet transmission you must take steps to avoid people raising their voices unduly, for example refrain from playing loud music at volumes which makes normal conversation difficult during activities.

**Other special points as appropriate.**

1. If those attending bring their own equipment, they must not share it with other members and any equipment you provide must be cleaned before use.
2. A first aid box will be situated in the rear hall with the box containing clearing items for hires use.
3. It is the hirers responsibility to decide if face coverings should be used during their activity and if so, those attending must provide their own and take them away for washing at the end of the session