



## Special Conditions of Hire during COVID-19 Restrictions

### 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, which can be viewed and downloaded from our website and which are 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, which can be viewed and downloaded from our website.

### SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces (not floors) likely to be used during your period of hire **before** other members of your group or organisation arrive and for keeping the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and 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.

***Please take care if cleaning electrical equipment, including switches. Use cloths - do not spray!***

*The hall is equipped with passive infra-red detectors which means that lights come on automatically in the toilets and some corridors. Please remind people not to touch these switches.*

### 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

### SC5:

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 windows and external doors are all securely closed on leaving.

### SC6:

You will ensure that no more than 35 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 premises, 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 toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

**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 toilets, 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 or the arrangement of the room 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 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 e.g. using a wide U-shape

**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. (This will help to contain the spread of the virus)

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided in the Main Hall and Green Room before you leave the hall.

**SC11:**

If anyone attending your event requires drinks and food, they must bring their own.

**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 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.

**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 unlocked sports changing room, accessed along the corridor to the left of the entrance lobby when facing the Main Hall. 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 hall secretary** on 01243 527894 or, if not available, the booking secretary (07395 106376).

**SC14:**

Intentionally blank

**SC15:** In order to avoid risk of aerosol or droplet transmission 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.

You will not use the Hall audio/video equipment without our express written permission.

**SC16:**

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

You will ask those attending to bring their own equipment and not share it with other members

**SC17:**

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.