



## Special Conditions of Hire during COVID-19 (version w1.6 July 2021)

### 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: Deleted

### 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 seek a COVID-19 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 120 people attend your activity/event

SC7: Deleted

SC8: Deleted

**SC9:** Deleted

**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:** Deleted

**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 treat this in the same way as any other incidence of illness during your activity but remove them as far as possible from your group until they can proceed to self-isolation and testing. . 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:**

You will not use the Hall audio/video equipment without our express written permission. You confirm that if you do use the equipment you will comply with the audio/video cleaning protocol that can be downloaded from the Covid-19 page on our website.

**SC16:**

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

**SC17:** Deleted

**SC 18:** Deleted