



Special Conditions (SC) of Hire as a result of the COVID-19 pandemic. These conditions are supplemental to the halls' normal conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID19 Secure Guidelines while entering and occupying the hall, in particular using the hand sanitisers supplied when entering the hall, after using tissues and before leaving the hall and complying with the halls current entrance and exit arrangements. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC2:

On entering and leaving a community facility everyone, including staff, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available.

SC3:

Face coverings **MUST** be worn at all times, unless you have an exemption. This does not apply to under 11's.

SC4:

You will be responsible for cleaning floors, 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 and after your booking** and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks, using the products supplied. Please complete and sign the cleaning schedule in the hall you have used. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC5:

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 they develop symptoms, however mild, within 48 hours of visiting they must alert NHS Test and Trace and seek a COVID-19 antigen test.

SC6:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC7:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC8:

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 the required distance around them when going in and out of rooms and ensuring they can access the toilets, 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.

SC9:

You will position furniture or the arrangement of the room, as far as possible, to facilitate social distancing, seating people side by side, with at least one empty chair between each person, rather than face to face. Keep windows and doors open as much as possible. If tables are being used, you will place them to maintain current distancing guidelines across the table, between people from different household groups e.g. use a wide U-shape.

SC10:

You must keep a record of the date and time the activity started and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together) either by keeping a record or using the NHS QR poster. Please note this is now mandatory.

SC11:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, ideally to be taken home or placed in the bin in the entrance hall.

SC12:

You are asked to bring your own drinks and food if needed. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC13:

We will have the right to close the hall or refuse hirers 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 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.

SC14:

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.

SC15:

Other special points as appropriate e.g. where a sport, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for you sport or activity E.g. Where a group uses their own equipment: Those attending should bring their own equipment and not share it with other members. You must ensure that any equipment you leave at the hall is cleaned before use and before being stored in the hall's cupboards.