

SPECIAL CONDITIONS OF HIRE DURING COVID-19

- 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 shown on the attached poster which is also displayed at the hall entrance – in particular, using the hand sanitiser supplied when entering the hall and after using tissues. You are also encouraged to bring your own sanitizer and also encourage those attending to bring their own
- The hirer will undertake to comply with the actions identified in the hall's risk assessment – copy attached
- The hall will be thoroughly cleaned on a daily basis; however, we cannot clean between each hire so you may wipe down those items you use if you wish. Please take care cleaning electric equipment or light switches – use cloths, not spray!
- The hirer 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 this hall they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact
- **The hirer MUST keep a record of the names and addresses of those attending your class for 21 days (copy to the Deputy Clerk) for the Test, Track and Trace in case of an outbreak**
- Numbers attending your activity/event may be restricted in order that social distancing can be maintained. Please check with the Deputy Clerk about capacity for your particular group. Please make sure that people using the toilets do so one at a time
- The hirer will arrange the room as far as possible to facilitate people seating side by side, rather than face to face, with at least one empty chair between. If tables are used, they should be placed so as to maintain a distance of at least 2 metres across between people who are face to face
- The hirer should be encouraged to keep the hall well ventilated, opening doors and windows as far as possible, **remembering to close them** for security when leaving.
- The hirer will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bag provided (back of hall, entrance foyer)
- The kitchen will be closed! If you or those attending the activity/event wish to have a drink or a snack, then you must provide your own and take the rubbish away or dispose of it in the bins provided (as stated above)
- **We will have the right to close the hall, without notice, if there are any 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 these Special Hiring Conditions are not being complied with, either by you or any**

of the group, 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 charge for the hire

- **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 Committee Room (little room just off the main hall by the chair store) until help arrives. YOU WILL FIND A COVID-19 FIRST AID KIT WITH INSTRUCTIONS (attached). In the meantime, ask the others to 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 cleaner on 07377584810 or Deputy Clerk on 07713018380**
- Where you are using your own equipment, you must not share it with other members; it should be cleaned before bringing into the hall and cleaned again on leaving; please avoid using equipment which is difficult to clean.
- Where you are using your own equipment which is stored at the hall, again this must be cleaned before using and then again at the end

NB: Live performances are not yet permitted to avoid the risk of aerosol or droplet transmissions. 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 at a volume which makes normal conversation difficult.