

Special Conditions of Hire of the Jubilee Hall during COVID-19 Pandemic

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

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, as shown on the posters which are 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, of which you have been provided with a copy.

SC3:

Upon leaving after your hire, you will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash hand basins and all surfaces which have been used or touched during your period of hire.

Please use the spray and cloths provided or use your own domestic cleaning products. Please dispose of the cloths you have used.

Please take extra care cleaning electrical equipment use cloths - **do not spray**.

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 7 days, and that if they develop symptoms within a few days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. **The FIRE Door must not be propped open.** You will be responsible for ensuring windows are all securely closed on leaving.

SC6:

You will ensure that no more than the appropriate number of 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, observe the rule that only one person should be in the hallway within the premises, and as far as possible observe 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 1 person uses each of the 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 toilets **ONLY ONE PERSON IN EACH TOILET AREA AT A TIME.** kitchen **ONLY TWO PEOPLE AT A TIME DURING THE PERIOD OF THE WHOLE HIRE** and 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 a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

You are asked to keep a record of the **Date, Time, 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.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, Take all rubbish away with you when you leave the hall or in refuse bin outside the hall.

SC11:

You will encourage users to bring their own drinks and food.

(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.) **ONLY TWO PEOPLE AT A TIME IN THE KITCHEN IF USED THROUGHOUT YOUR HIRING.**

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 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 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 a safe area which is on the stage (which has restricted use.) Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. 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 trustees either Sue Walton 01630654734 or Alan Dutton 01630654844.

SC14:

For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15:

Live performances e.g. drama, music are discouraged at present. This is in order to avoid risk of aerosol or droplet transmission. 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 or broadcasts at a volume which makes normal conversation difficult.

SC16:**Other special points as appropriate. E.g. Where a group uses their own equipment:**

You will ask those attending to bring their own equipment and not share it with other members or you will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's store.

SC17:

The **"DO NOT ENTER"** signs apply to the public attending your activity. You as the organiser have permission to enter provided you clean any handles, equipment or surfaces you have touched.

The following extra conditions apply to hirers using the hall for physical activity classes.

PASC18

Windows must be open to create a constant flow of fresh air. Entrance doors and main hall door all left open. **Fire door must not be opened.**

PASC19

There must be 3 meters between each participant in all directions - (9.2 square meters per member of the group assuming the instructor/hirer uses the stage area). The appropriate number would be 12 participants + hirer on the stage.

PASC20

The hirer should ensure temporary marks are placed on the floor to indicate participants position to keep to Covid-19 security.

PASC21

Any equipment used must be cleaned before leaving the session if left in the Hall storage area.

PASC22

There are no changing facilities available and participants should be encouraged to arrive in appropriate wear and change in their car if they need to change.

Please sign and date a copy of this document accepting the conditions it contains. Please return to Sue Walton. Please keep the second copy as a reminder of the conditions you have signed up to.

I accept the extra Covid-19 conditions.

Today's Date: _____

Booking Date and Time: _____

Booking Period @ £13 per hour: _____

Hirer's Name: _____

Signature: _____

Contact Number: _____