

Shottery Memorial Hall

Special Conditions of Hire during COVID-19

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 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.

The hand sanitizer will be regularly monitored and replenished. You are also asked to inform the hall management if it is running low.

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:

You undertake to comply with the government guidance for your activity.

SC4:

You will be responsible for cleaning 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** 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 kitchen sinks (if used), using your own ordinary disinfecting domestic products. You will clean again on leaving.

The hall's cleaning products will be in the kitchen and may be used if you have not brought enough of your own.

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. You will maintain a list of contact details of everyone attending your activity for 21 days.

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 determine the maximum number of people that may attend your activity, in order that social

distancing can be maintained and government guidelines respected. You will inform the hall management of this number, and ensure that it is not exceeded. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when entering more confined areas. You will make sure that no more than two people use each suite of toilets at one time.

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 a 2m 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 people seating side by side, with at least one empty chair between each person, rather than face to face. 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.

SC10:

You will ensure that all rubbish created during your hire is put in the lined bins provided, and that the lining bags are taken to the outside bins at the end of your hire. You will replace the lining bags from the roll provided.

SC11:

You will be responsible, if drinks or food are made, for cleaning surfaces in the kitchen before and after use. Your group will bring your own crockery/cutlery and clean tea towels, and take them away. We will provide washing up liquid and washing up cloths.

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 the designated safe area which is in the disabled toilet. Provide tissues and a bin or plastic bag, and a bowl of soapy water for handwashing. Ensure that you have contact details of everyone in your group 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 management on 07768 735531.