

Shottery Memorial Hall

Special Conditions of Hire for Covid-19 safety in Step 4

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event take reasonable precautions to avoid spreading coronavirus.

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, and with any guidance issued by the governing body for your activity.

SC4:

You will encourage those attending your activity to use hand sanitiser 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.

SC5:

You will be responsible for ensuring that, before you leave, any surfaces that people touch regularly have been cleaned, using your own ordinary disinfecting domestic products. If you use the kitchen, all surfaces that have been used must be cleaned.

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!

SC6:

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, if they are awaiting the result of a Covid-19 antigen test, or they have been instructed to self-isolate. If they develop symptoms within 10 days of visiting the premises they must seek a Covid-19 antigen test and use the Test and Trace system to alert others with whom they have been in contact.

You will contact the hall management immediately on 07768 735531 if anyone attending your activity has Covid-19 symptoms or receives a positive Covid-19 test result within 24 hours of visiting the premises.

SC7:

You will ensure that those attending your event are aware that they can use the hall's QR poster to check in on the NHS Covid-19 app, or they can leave their name and contact number with you. In the latter case, if the details are not held for another reason, you will keep them securely for 21 days and then

destroy them. You will make them available to NHS Test and Trace if required.

SC8:

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.

SC9:

You will decide what measures are appropriate for your activity, to reduce the risk of transmission through social contact. You should consider the wearing of face coverings, limiting numbers both overall and in areas where congestion is likely, and keeping distance between participants. You should take into account the needs of any participants who are more vulnerable to Covid-19.

SC10:

You will ensure that all rubbish created during your hire is put in the bins outside the main entrance at the end of your hire.

SC11:

The hall management 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. If your group fails to comply with the Special Conditions, or in any way causes a Covid-19 risk, the hall management may take any measures necessary, including permanent exclusion from the hall.