**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 poster 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:**

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 to keep the premises clean through regular cleaning of surfaces **during** your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using the products supplied (which will be in a clearly accessible location). You will be required to clean down again on leaving.

Please take 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 7 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. You will be responsible for ensuring they are all securely closed on leaving.

**SC6**:

You will ensure that **no more than 15 (30 for funerals)** 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, observes the one-way system within the premises, and as far as possible observes 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 one person uses the unisex toilet at any 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 at all times. There is a vacant/occupied sign for the unisex toilet. 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 to facilitate social distancing of 2m between individual people or groups of up to six individuals 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. ensuring a table-length between facing tables.

**SC9:**

You MUST keep a record of the date and time the activity started and the name 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). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall’s NHS QR poster or your own NHS QR poster.

**SC10**:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided taking all rubbish away with you when you leave the hall.

**SC11**:

NB: The kitchen is closed unless hired by special arrangement. You will encourage users to bring their own drinks and food. A kettle point is provided.

**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 the gentleman’s toilet (where seating and hand washing facilities are available). Provide tissues and a bin or plastic bag. Ask others in your group to provide contact details if you do not have them and then 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 representative on 01837 871498

**SC14:** For events with more than 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 s**eparately regulated** at present. Please refer to the Government Coronavirus Information online prior to booking.

**SC16:**

Other special points as appropriate: ie – Indoor activities, art, etc.

Ideally, you will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before and after use and before being stored in the hall’s cupboards. You will adhere to the RULE OF SIX.

Please identify the equipment you will need to access prior to agreeing these t’s and c’s below

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Signed: Activity Date