

Appendix E

Special Conditions of Hire during: Winter 2021 (COVID-19)

Note: These conditions are supplementary 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 COVID-19 Secure advice while entering and occupying the hall, as shown on the poster displayed at the hall entrance, in particular using the hand sanitiser when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, a copy of which will be provided.

SC3:

You will be responsible for cleaning surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive, to keep regularly used surfaces clean during your hire, and to clean them again on leaving. Please pay particular attention to wash basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products.

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a COVID- 19 test.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow in fresh air. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than the permitted number of people attends your activity/event in order that social distancing can be maintained. You will encourage people to avoid close contact, as far as possible, with those they do not regularly see, that they observe any one-way system within the premises, and observe measures such as face coverings when using more confined areas e.g., moving and stowing equipment, accessing toilets. You will ask people to make sure that no more than one person at a time uses each suite of toilets.

Please be aware that the permitted numbers may vary according to legal or health requirements, and that the limit applies on the day(s) of the event, and not the booking date.

SC7:

You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with people they do not know, ensuring they can access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity.

SC8:

You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings, good ventilation. If tables are being used for a meeting a wide U-shape is advisable.

SC9:

You are requested to keep a record of the date and time the activity started, and the name and contact details of all those who attend your event (or at least one member of any group of up to 6 people or 2 households 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 register their attendance using either the NHS QR poster at the hall entrance, or the event organiser's own QR poster. You must record the details of anyone who does not register using any of these methods.

SC10:

You will be responsible for the disposal in the bins provided of all rubbish created during your hire, including tissues and cleaning cloths, before you leave the hall.

SC11:

Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should if possible be consumed while seated.

SC12:

We will have the right to close the hall in the event of 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 are not being complied with, whether by you or by other hirers, or in the event that public buildings are 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:

Should anyone become unwell with suspected Covid-19 symptoms while at the hall, you should remove them to the designated safe area which is to the right in the side annex. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. Ensure that you have contact details for everyone in your group, and advise them to launder their clothes when they arrive home. Then leave the premises, observing the usual hand sanitising precautions. **Important:** If someone has become ill, **do not** return the key to or enter the Dun Cow public house, as this may affect their business. Please lock the door, and post the key through the side door at the bottle banks, and inform the hall managers on 01359 250993, or the booking officer on 01359 250806.

SC14:

For events with more than [50] people seated you will take additional steps to ensure the safety of the public in relation to COVID-19, 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 ensure that people follow COVID regulations when using the toilets or bar area.*

SC15:

In order to avoid risk of aerosol or droplet transmission please take steps to avoid people needing to raise their voices unduly 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.

Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members, and you will avoid using equipment which is difficult to clean, as far as is possible.

You will ensure that any equipment you provide is cleaned before use and before being stored in the hall.

SC 17:

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.