

## **West Down Parish Hall**

### **Special Terms of Hire during Winter 2021 (Covid 19)**

**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 COVID-19 Secure advice while entering and occupying the Hall as shown on relevant posters which are also displayed at the Hall entrance

. In particular using the hand sanitiser and tissues provided at the Hall's entrance.

**SC2:**

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

**SC3:**

Whilst the Hall will have been cleaned prior to your arrival, 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 hand 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 50 people attend your activity/event in the Main Hall and 10 in Room 2000, in order that social distancing can be maintained. You will encourage people to avoid close contact with those they do not regularly see as far as possible, that they observe any one-way system within the premises and, as far as possible, 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 use each suite of toilets at one time.

**SC7:**

You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other 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 telephone number or email 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 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 bins provided before you leave the Hall, or taken away with you when 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 it should, if possible, be consumed while seated with the exception of a water bottle being used during exercise.

**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 Disabled Toilet. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 precautions, and advise them to launder their clothes when they arrive home. Please inform Keith Oades (Hall Booking Clerk) on 0797918810.

**SC14:**

In order to avoid risk of aerosol or droplet transmission, please take steps to avoid people needing to unduly raise their voices to each other. For example, refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC15:**

Other special points as appropriate.

For example, 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.

For example, 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.

**SC 16:**

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

**Signature of Hirer.....**

**Date.....**

(28.9.21)