

## Special Conditions of Hire during COVID-19 for St John's Memorial Hall

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary Terms and Conditions of hire.**

**While the Government has signalled the ending of Covid restrictions from 24<sup>th</sup> February 2022 you are asked to observe the following requirements in order that more vulnerable people feel safe using the hall.**

- You, the hirer, will be accountable for your own operations and are responsible for ensuring everyone attending your activity /event comply with the COVID-19 Secure guidelines while entering and occupying the hall.
- You undertake to comply with the actions identified in the hall's Covid risk assessment, of which you will find on the hall website at <http://stjohnsmemorialhall.co.uk/covid.htm>. Where appropriate, you should complete a Covid-19 Risk Assessment which considers the particular activities taking place during your hire. Hirers must consider the need to protect all individuals who will use the Hall during the hire. A cautious approach is encouraged, particularly where users are more vulnerable. In particular, you should consider: **ventilation, hand washing, use of hand sanitiser.**
- You will be responsible for regular cleaning of frequently used surfaces before, after and during your hire, paying particular attention to equipment such as tables, door handles, wash hand basins and kitchen sinks. You may use either the products supplied in the hall cleaning stations or your own ordinary domestic products. **Please take care when cleaning electrical equipment - use cloths do not spray!**
- If your event is more crowded, we encourage that you request all persons attending your event take a lateral flow test no more than 24 hours prior to attending.
- You will make sure that everyone likely to attend your activity understands that they **MUST NOT DO SO** if they or anyone in their household is unwell or have had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.
- You are advised to keep the premises well ventilated throughout your hire by opening doors that are available to you as far as convenient (except the alarmed fire doors in Maple hall) or open doors at regular intervals, to allow in fresh air. You will be responsible for ensuring all doors are securely closed on leaving.
- You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise that no more than 100 persons attend your event in large Maple hall in order that social distancing can be maintained,
- You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded, and when using more confined areas such as toilets and corridors for the safety of others.
- You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing.
- You are asked to arrange the room as far as possible to facilitate social distancing, for example: seating side by side rather than face to face, at least 1 empty chair between each person or household group. If tables are being used by people of different households a wide U shape is advisable.
- Please keep a record of the name and contact telephone number or email of all those who attend your event (or at least one member of any group who attend together) or to ask those attending to use the NHS QR poster at the hall entrance. Records should be kept securely, for 3 weeks.
- You will be responsible for the disposal of all cleaning rubbish created during your hire (including tissues and cleaning cloths), in the rubbish bin provided in the halls, under the cleaning station, before you leave the hall. All other general rubbish created during your activity should be placed in general hall bins sited in the kitchens.
- Food or drink should if possible be consumed while seated

- 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 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. We have the right to close the hall in the event that public buildings are asked or required to close again, if that is necessary, we will do our best to inform you promptly and you will not be charged for the hire. The Association shall not be liable for any consequential losses or damages whatsoever resulting from closure, be they direct or indirect
- For events which are likely to be busier or crowded you will take additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.
- In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, you should arrange for them to go home. 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. Inform the hall manager or Trustees immediately using the emergency contact numbers on noticeboard in corridor.
- 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, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
- 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 encourage those attending to bring their own equipment and not share it with other members. You are advised that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

**Signed by the Hirer**

<b>Signature</b>		<b>NAME (CAPITALS)</b>	
<b>NAME OF GROUP</b>		<b>DATE</b>	