

Cheddon Fitzpaine Memorial Hall

Special Conditions of Hire during 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 are aware that close contact with others increases the risk of virus spreading, particularly if persons are clinically extremely vulnerable or have not yet been fully vaccinated. This needs to be considered when arranging your activities, and numbers attending. This includes confined areas like the kitchen, toilets, and foyer, whether face coverings should be used or indeed whether a test is required before attending. You should also consider making the maximum use of the outside area to reduce the risk of transmission.

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: The hall will be cleaned before you arrive and you will be responsible for cleaning all used surfaces during your period of hire (including tables, wash hand basins, door handles) using the products supplied.

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** use the Test, Track and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. Hall staff will be responsible for ensuring they are all securely closed at the end of your hire.

SC6: You will ensure that no more than the maximum hall licence number of 200, or 120 seated at tables or dancing and seated at tables, attend your activity/event.

SC7: 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. 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.

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SC8: You will be responsible for the disposal of all rubbish created during your hire, including any tissues and paper towels, taking all rubbish away, including the bags from the waste bins, with you when you vacate the hall.

SC9: 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.

SC10: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you must send them home immediately. 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 and advise them to launder their clothes when they arrive home. Inform the hall manager on 07586413290.

SC11: You will ensure that any equipment you provide, or use, is cleaned before use and before being stored in the hall's cupboards.

SC12: The hall is equipped with passive infra-red detectors which means that lights come on automatically in the toilets and you should remind people not to touch these switches.

SC13: You will not attempt to clean the main hall floor, which will be the responsibility of the hall staff.

SC14: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC15: You will advise all those attending your activity whether to wear a face covering and in which areas of the hall.