

Special Conditions of Hire for Horseman's Green Community Hall during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire.

- 1:** You, the hirer, will be responsible for ensuring those attending your activity comply with the **Horseman's Green Help Keep This Hall Covid-19 Secure Guidelines** before entering and occupying the hall. See the attached poster which **MUST** be displayed at the hall entrance, and with further copies available in the Hall
- 2:** You undertake to comply with the actions identified in the hall's risk assessment, a copy of which is attached. You will produce your own RA which must be submitted to the Booking Officer before your event takes place.
- 3:** The hall will be cleaned between activities/events, but you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, chairs, wash hand basins, door handles) using the products supplied in the **Covid-19 Cleaning Box**. Please take care cleaning electrical equipment and switches, use cloths - do not spray! The Covid-19 cleaning box is in the Store room which only you are allowed to enter. Please return it there after use.
- 4:** You will make sure that all attending your activity understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days. If they develop symptoms within 7 days of visiting the premises, they **MUST** use the Test, Track and Trace system to alert others.
- 5:** Please check on the ventilation of the premises 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.
- 6:** You will ensure that **no more than 15** people attend your activity. Please ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, and observes the one-way system within the premises. **Face masks** must be worn except when eating or drinking
- 7.** At the **START** of your activity you will read the **HG Health & Safety Instructions** to your audience. (Copy attached) You will nominate a person to be your Covid-19 Tsar for your activity. They will be responsible for checking that social distancing is maintained throughout the event.
- 8:** Consider the arrangement of furniture in the room to facilitate social distancing of 2m between individual people or groups of no more than two households; or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group. **AVOID** face to face seating. If tables are used, place them to maintain a distance of at least 2 metres between people who are face to face e.g. using a wide U-shape.
- 9.** You are asked to record the name and contact telephone number of all who attend your event. Pass this list to the Booking Officer who in turn will pass it to the Secretary. They will hold it for 3 weeks after the event.
- 10:** You will be responsible for the cleaning of the hall after use. Please follow the "**Covid-19 Cleaning Checklist for Hall Hirers**". Dispose of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before you leave.
- 11:** Encourage users to bring their own drinks and food. If you use the equipment in the kitchen you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Please bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. Or use the Dishwasher - instructions in kitchen

12: We will have the right to close the hall if there are safety concerns relating to COVID-19, or in the event that public buildings are to close. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

13: In the event of someone becoming unwell with suspected Covid-19 while at the hall you should move them to the designated safe area which is marked in a corner of the Hall. A **Covid-19 First Aid Box** is provided and contains relevant PPE and a list of instructions. Ask those present 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 caretaker on 830516.

14: Live performances e.g. drama, music etc. are not permitted. This will avoid risk of droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult. **Alcohol cannot be provided or consumed under any circumstances**

15: Where a group uses their own equipment: please ensure this is cleaned before use and before being taken away at the end of the hire period.

I ACCEPT THESE ADDITIONAL HIRING CONDITIONS

Signed.....

(Hirer).....

Date.....