



Special Conditions of Hire during COVID-19

Please note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire and are subject to Government regulations which can change at any time.

- SC 1.** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall.
- SC 2.** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- SC 3.** The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.
Please take care cleaning electrical equipment. Use cloths - do not spray!
- SC 4.** 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 and Trace system to alert others with whom they have been in contact.
- SC 5.** You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
- SC 6.** You will ensure that you do not exceed the maximum number of people permitted at your event in accordance with government regulations and recommendations in force at the time of your hire. At the time of writing this information may be found at <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>
If your event is for a wedding reception, then you should follow government guidance given at <https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships>
You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises and, when inside, as far as possible, they observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets), which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.
- SC 7.** You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
- SC 8.** You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each

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person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

- SC 9.** You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.
Hirers are to make this information available to the Lee Memorial Hall contact on request.
- SC 10.** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths in the rubbish containers provided.
- SC 11.** You will encourage users to bring their own drinks and food or, if drinks or food are made, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away.
You will 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.
You will ensure a maximum of two household groups uses the kitchen at a time.
- SC 12.** 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.
- SC 13.** 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 at the back of the stage where we will provide tissues and a bin. Please provide a bowl of warm soapy water for handwashing.
Then ask other hall users 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 contact.
- SC 14.** When it is allowed, for events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, 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 invite people to use toilets in the interval row by row.
- SC 15.** In order to avoid risk of aerosol or droplet transmission you must 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.
- SC 16.** 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 not to share it with other members.
Where you use hall equipment avoid using any that is difficult to clean, as far as possible. You will ensure that any equipment is cleaned before use and before being stored in the hall's cupboards.

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SC 17. You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.