

## **Queen Camel Memorial Hall Special Conditions of Hire during COVID-19**

These conditions are supplemental to, not replacing the hall's standard conditions of hire.

### **SC1:**

You, the hirer, will be responsible for ensuring those attending your activity comply with the

COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed in the hall foyer, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

### **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 cleaner will undertake regular cleaning but you will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handle, wash basin, and all

surfaces likely to be used during your period of hire **before** other members of your group

or organisation arrive and to keep the premises clean through cleaning of surfaces during

your hire, paying particular attention to the wash hand basin using the products supplied (located in box on table in foyer)

You will be required to clean again on **leaving**.

Please take care cleaning electrical equipment. Use cloths - do not spray!

### **SC4:**

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 has had COVID-19 symptoms in the last

7 days, and that if they develop symptoms within 7 days of visiting the premises they

**MUST** use the Test, Track and Trace system to alert others with whom they have been in

contact.

### **SC5:**

You will keep the premises well ventilated throughout the hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed

on leaving.

### **SC6:**

You will ensure that no more than **20** people attend your activity, in order for social distancing to be maintained. You will ensure that everyone attending maintains 2m social

distancing while waiting to enter the premises and as far as possible observes social distancing of 1m plus mitigation measures when using confined areas (e.g. moving and

stowing equipment, accessing toilet) which should be kept as brief as possible.

**SC7:**

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. 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.

**SC8:**

You are asked to keep a record of the name and contact telephone number or email of all

those who attend your event. and provide the record to NHS Track and Trace if required.

**SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, using the rubbish bags provided and taking the rubbish away

with you when you leave the hall.

**SC10:**

As the kitchen is out of use (unless used by prior arrangement) you will encourage users

to bring their own drinks and food.

**SC11:**

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 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.

**SC12:**

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 (ladies cloakroom) Provide tissues and a plastic bag and a bowl of soapy water for hand washing. Ask others in your

group to provide contact details if you do not already have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise the to launder their clothes when they arrive home. Inform the booking secretary on

07707206250.

**SC13:**

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.

**SC14:**

You will organise all activities in accordance with guidance issued by the relevant governing body for your activity.

You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboard/storage space.