

Aldbury Memorial Hall - Special Conditions of Hire during COVID-19

Commitment and Compliance

These conditions are based on advice from the Government and ACRE. They form the basis of our hiring contract and are additional to the regular booking conditions you have received. By completing and returning this form you are agreeing to abide by the terms. Should the committee become aware of non-compliance by you or your group, we reserve the right to ask for immediate corrective action or may discontinue the hiring agreement.

Likewise as we all strive to protect users from Covid 19, if there is anything you think the Management Committee should or could do in addition to the measures taken, please do make us aware at your first opportunity.

Non-compliance could result in a breach of the health and safety regulations. The Health and Safety Executive have the power to shut the Hall.

The Memorial Hall is responsible for the safety of the hall. Hirer's are responsible for the safety of events they host.

So we look forward to working safely with you.

Prohibited Activities as at 09 July 2020-07-09

- live performances, including drama, comedy and music, to take place in front of a live audience

Allowed Activities from 25 July and exempt from wearing face masks

- sports activities that would typically take place in a gym, sports venue, or a fitness or dancing studio (so Table Tennis, Pilates/Yoga and Golden Girls Fitness are allowed and **exempt** from the requirement for wearing face masks)

Other Activities may be allowed to resume following a Risk Assessment and only if mitigation is in place to suitably lower any risks identified.

Those who are shielding should continue to follow the Governments advice.

Risk Assessment

Please see the general hall risk assessment provided with these booking terms.

Please provide details of your activities and vulnerability of your user groups as part of the risk assessment using the template attached. Identify any additional risks that your activity and group present and steps to mitigate the risk of Covid 19 transmission beyond the steps already outline in the Halls general risk assessment.

Restricted Hall Capacity. Until further notice the **maximum capacity of the hall is 25 users distanced at 1m and wearing masks (unless exempt).**

Please tell us about you and your activity by completing the following table

How many will be in your group?	
Which vulnerable groups will be among your users?	
The kitchen will typically closed. Is the use of the kitchen essential to your event?	Y/N
Do you need to prepare drinks only?	Y/N
Do you need to prepare food?	Y/N
Can you ensure that only people from the same family or support group will be	Y/N

preparing/serving drinks/food and no other people will enter the kitchen?	Y/N
Is your activity permitted under Government & ACRE Guidelines?	Y/N
Who in your group will collect and provide user details for Track and Tracing? [By providing your contacts you are agreeing to these being provided to Government Test, Track and Trace agencies]	[Name] [Contact No.]
Who will ensure users in your group know and follow guidance on distancing, hygiene and reporting Covid Symptoms?	[Name]
Who in your group will ensure cleaning of all contact points, Disabled Toilet and Kitchen (if use is agreed) before your group uses the hall?	[Name]

I commit to abide by the following these special and additional conditions to my hire agreement

SC1: 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 and after using/disposing of tissues and paper towels.

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: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins 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 regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. 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 or event 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 your hire, with 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 25 people attend your activity/event, in order that social distancing of 1m can be maintained (2 metres for vulnerable users). You will ensure that everyone attending maintains social distancing while waiting to enter the premises. The fire exit can be used to provide a one-way system or queuing to avoid two way traffic through pinch points like hallways and access to the disabled toilet.

SC7: 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 without others being present. Other users may be asked to wear masks to provide extra protection.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chairs worth between each person, rather than face to face. If tables are being used,

you will place them so as to maintain a distance of at least 1 metres across the table between people who are face to face e.g. using a wide U-shape (2 meters for vulnerable adults)

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths in rubbish bags and taken away from the hall by the hirer.

SC10: You will encourage users to bring their own drinks and food. If by agreement with the Booking Secretary it is agreed you can use the kitchen to make food or drinks, you are 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 disposable washing up cloths. Only members of the same 2 family group or support bubble should be in the kitchen during its use.

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 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.

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 [which is the anteroom opposite the kitchen]. 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 and social distancing precautions, and advise them to launder their clothes when they arrive home where they will self isolate or make arrangements for testing. The hirer must inform the caretaker [Rose Allen - 07906 505577] and Booking Secretary [Nick de la Bedoyere 07790 491674]. The Hall will be closed to all people for a suitable period of time and then deep cleaned with additional PPE before it can be re-opened.

Name of Hirer	Date
---------------	------

Jennie Shaw 14/08/2020