**Special Conditions of Hire during COVID-19**

**Note: These conditions are supplemental to, not a replacement for,**

**Much Marcle Memorial Hall’s ordinary conditions of hire**

**VERSION 2 (15.06.21)**

**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 and exiting 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 will be cleaned before your arrive and you will be responsible for cleaning all regularly used surfaces after 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!

**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** seek a Covid-19 test.

**SC5:**

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.

**SC6**:

From 8.8.20 it is required by law that you wear face covering within the Hall.

You will ensure that no more than 35 people (standing) in the main hall and 9 people in the Bob Dallow room attend your activity/event, in order that social distancing can be maintained.  **The hirer will need to adjust these numbers depending on the activity being** **held.**  You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures i.e. face masks, when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. N.B. Only one toilet will be available for general use.

You will control numbers at “Pinch Points” e.g. entrances and exits.

**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, kitchen or other confined areas without comprising social distancing.

**SC8**:

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 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.

All tables and chairs must be returned to the storeroom in the place marked for used chairs.

*(on right hand side, just inside the door)*

**SC9:**

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 (at least one member of any group of up to 6 people or 2 households must provide details). 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. If food and drink is being served, then the contact details of **everyone** attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.

**SC10**:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided on the stage, leaving them in the appropriate wheelie bin located outside the kitchen window, when you leave the Hall.

**SC11**:

 Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it must be consumed while seated. Alcohol must only be served at tables, or as a takeaway service or, at a performance of a film, play or concert, to those with a ticket for consumption at their seat. If food and drink is served at tables you MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

**SC12:**

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.

**SC13**:

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 Ladies or GentsToilet, not the Unisex/Disabled Toilet. 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. Inform the Hall Booking Secretary on 07796 978882.

**SC14:** 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.

**SC15:** Live performances e.g. drama and music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. You must also 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.

**SC16:**

Other special points as appropriate.

 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 to bring their own equipment and not share it with other members.

Do not use disinfectant spray directly on electrical items or outlets.

**SC17:**

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.