

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

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

### **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 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 during your period of hire (including tables, wash hand basins, door handles) using 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 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.

### **SC6:**

You will ensure that no more than 40 (unless other numbers are signed off by Hall Committee) people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises. You will make sure that no more than **one** person uses each suite of toilets at one time.

**Note the kitchen will be locked and out of bounds as will the stage and side room.**

### **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, 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.

**SC8:**

The furniture will be positioned for you to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face, please do not move this furniture.

**Do no use the edge of the stage either as a table or to sit on.**

**SC9:**

You will be responsible for the removal of all rubbish created during your hire, including tissues and cleaning cloths, in your rubbish bags before you leave the hall.

**SC10:**

As the kitchen will be shut. You will be responsible, for bringing your own drinks, cups water etc. ie picnic style

**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 due to safety concerns relating to COVID-19 the hall requires a deep clean this will result in the Hall being closed for a minimum of 3 day.**

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 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 Pauline on 01548830133

**SC13**

Please record contact details of people attending event in book provided so that if there is an outbreak of virus people can be contacted. The details will be kept for 21 days and then destroyed.