

LONG MELFORD VILLAGE MEMORIAL HALL

SPECIAL CONDITIONS OF HIRE DURING COVID-19 PANDEMIC

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire, and are based on government recommendations.

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 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!

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** use the Test, Track and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test.

SC5: You will keep the premises well ventilated throughout your 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 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure that everyone social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible 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 two people use each suite of toilets at one time.

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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 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: 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 six or less people 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, face coverings and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

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 (or a member of any group of up to 6 people who attend together). 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.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. Place in the rubbish bags provided and deposit in the large bins at the external rear of the hall

SC11: Users are encouraged to bring their own drinks and food. If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink MUST cease before 10pm (i.e. be cleared away by then). 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.

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SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them with a carer to **the designated safe area which is the lobby next to the entrance hallway** where we have provided a Covid First aid box. You must 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. If this occurs, you must inform our Lettings Manager on 01787 375713

SC14: For events with more than 30 people (but no more than 50) **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, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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.

SC16: Other special points as appropriate.

If your group uses equipment you will ask those attending to bring their own equipment and not share it with other members.

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

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.

SC18: Closing: Provision of food and drink **MUST** cease by 10pm. Any bar, dinner or similar activity **MUST** close by 10pm.