

ADDENDUM TO HIRE AGREEMENT FOR DITCHEAT JUBILEE HALL

SPECIAL CONDITIONS OF HIRE DURING COVID-19 PANDEMIC

Note: These conditions are supplemental to, not a replacement for, the Ditchheat Jubilee Hall's standard Conditions of Hire

Special Condition 1:

You, the Hirer, must ensure that you and all those attending your event comply with all relevant Covid-19 related legislation and guidance issued by the Government, Local Authority and relevant Sports Governing Bodies in force at the time of hire.

Special Condition 2:

You will be responsible for ensuring those attending your event comply with the Covid-19 Secure Guidelines while entering, occupying and exiting the Hall, including the Forecourt and Rear Patio Area, as detailed on the attached poster. This is also displayed at the Hall entrance. Special attention should be given to using the hand sanitiser when entering and exiting the Hall and regularly throughout the event.

Special Condition 3:

You undertake to comply with the actions identified in the Hall's Risk Assessment, of which you have been provided a copy.

Special Condition 4:

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 and sanitised by regular cleaning and sanitisation during your hire. You should pay particular attention to hand basins and sinks (if used). Cleaning and sanitisation products and a set of instructions will be supplied for this purpose. You will also be required to clean and sanitise all surfaces and equipment used before leaving and securing the Hall. The instructions will include special precautions to be taken if upholstered chairs are used. N.B. Please exercise care when cleaning electrical equipment e.g light switches by using cloths and not spraying.

Special Condition 5

You must ensure that everyone likely to attend your 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, or have been otherwise advised to 'self isolate'. If an individual attending your event develops COVID-19 symptoms within 10 days of the event they **MUST** use the NHS Test, Track and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test. In these circumstances they must also alert the Hall Bookings Officer (telephone 01749 860444).

Special Condition 6:

You will keep the premises well ventilated throughout your hire, with windows and doors left open as far as convenient. Where weather conditions preclude the opening of doors and windows for ventilation, you should consider additional measures to reduce the potential risk to attendees. You will be responsible for ensuring the Hall is fully secured on leaving.

Special Condition 7:

You will ensure that:

- no more than 30 people attend your event;
- those people attending your event do so in groups of no more than 6 (unless they are a 'qualifying group') and that such groups do not mingle;
- attendees maintain social distancing while waiting to enter or exit the premises with no more than one person or one household group in the Lobby Area at any one time;
- measures are implemented so that social distancing is maintained when using all confined areas e.g. Annexe and Furniture Store;
- any one way system is observed;
- no more than one person to access the main toilet facilities, including toilet lobby at any one time.

Special Condition 8:

You will take particular care to ensure that social distancing is maintained for any person aged 70 or over or likely to be clinically more vulnerable to COVID-19.

Special Condition 9:

You will position furniture or arrange the Hall, as far as possible, to facilitate social distancing of 2 metres between individuals or groups of 6 or fewer people. Where possible, seating should be arranged side by side rather than face to face, with at least 2 empty chairs between each household group. If tables are being used, you will place them to maintain a distance of a minimum of 2 metres across the table from people who are face to face.

Special Condition 10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, using the rubbish bags provided before you leave the Hall.

Special Condition 11:

You will encourage attendees to bring their own drinks, food and utensils to the event. If you do use any of the Hall's cutlery or crockery you will be responsible for ensuring it is washed in hot soapy water, dried and stowed away. Washing up liquid and disposable dish cloths will be provided but you must provide your own tea towels to minimise the risk of contamination. Measures should be implemented to ensure social distancing is maintained in the kitchen.

Special Condition 12:

The Hall reserves the right to close the premises if there are safety concerns relating to COVID-19. This may include, but is not limited to, compulsory Government or Local Authority 'lockdown', deep cleaning requirements, or quarantining. In such circumstances we will do our best to inform you promptly and you will not be charged for this hire.

Special Condition 13:

In the event that an individual attending your event becomes unwell with COVID-19 symptoms while on the premises you should advise them to go home immediately. Where this is not possible, you should remove them to the designated 'Isolation Area' located in the Hall Annexe to await transportation home or to hospital. Tissues, plastic bags and hand washing facilities are available in this Area. Ask other attendees to leave the premises, observing hand sanitising and social distancing precautions. Additionally advise attendees to launder their clothes when they arrive home. In such circumstances you must inform the Hall Bookings Officer (telephone 01749 860444) as soon as possible.

Special Condition 14:

You **MUST** keep a record of the date and time your event started and the name and contact telephone number or email address of all those who attend your event (or a member of any group of up to 6 who attend together). This can be done either by operating an advanced booking system which collects these details, or by asking all attendees to use the NHS QR Poster displayed 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 NHS QR Poster. Information collected by you should be retained for a minimum of 21 days and stored securely either electronically or in writing.

Special Condition 15:

To avoid the risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

Special Condition 16:

You will encourage all those attending your event 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.

Special Condition 17 (Regular Hirers only):

Where possible all equipment and other materials belonging to your organisation/club should be removed from the Hall immediately after completion of each hire. If this is not feasible you must ensure the equipment is stored in such a way that it does not impede free access to the designated 'Isolation Area', and does not restrict access to other users' equipment. Attendees should avoid touching equipment belonging to other organisations.