

**St. Margaret's Church & Community Hall
SPECIAL TERMS AND CONDITIONS OF HIRE DURING COVID-19**

Important 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, in particular using the hand sanitiser supplied when entering the hall.

SC2

You undertake to comply with the actions identified in the hall's risk assessment, a copy of which can be viewed on our website.

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 if cleaning any electrical equipment – 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. If they develop symptoms within 7 days of visiting the premises they **MUST** ask for a COVID-19 test, so that the Test, Track and Trace system can then if necessary alert others with whom they have been in contact.

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 that they are all securely closed on leaving.

SC6

You will ensure that face coverings are worn inside the building although certain exceptions apply, such as for those who have medical reasons, those who are under 11 years old and those who are exercising.

SC7

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

SC8

No food shall be prepared on the premises. No crockery or cutlery from the kitchen shall be used. Any food should be brought in and consumed from disposable plates, which should afterwards be placed in the bins provided with any surplus food. Any drinks should be consumed from disposable cups, which should afterwards be placed in the bins provided.

SC9

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 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 any unfulfilled booking.

SC10

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should ask them in the first instance to go to the designated safe area, which is the committee room, until such time that transport home or to hospital is available. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. Ask others in your group to provide contact details if you do not yet 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 booking officer of this incident (tel. 01978 312805).

SC11

You will ensure that any equipment you provide for your group is cleaned after use and taken away at the end of your session. No equipment will be stored at the hall without prior agreement with the booking officer.

SC12

You will keep a record of the names and contact telephone numbers of the members of your group attending each session. For any children attending, the contact details should be those of the parent or guardian. You should retain this information for a period of 21 days after each session. You should give a copy of all contact details to the booking officer immediately after your event, for inclusion in a central register for the hall.