

THE CROWCOMBE HALL

Special Conditions (SC) of Hire during COVID-19

December 2021 (Version 7)

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 you arrive and you will be responsible for cleaning all regularly used surfaces during *and after* your period of hire (including tables, wash hand basins, door handles etc.) using the antibacterial multi-surface wipes provided.

Please take care cleaning electrical equipment. Use wipes - 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 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:

All those attending your activity **MUST** wear a face covering unless an exemption or other government guidance applies to the activity (e.g. dancing, taking exercise). A face covering is not required when people are eating or drinking but they should be seated. All those attending your activity must wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

SC7:

You will encourage people, as far as possible, to avoid close contact with those they do not regularly see, to observe the one-way system within the premises and as far as possible, ensure that they observe measures such as face coverings when using more confined areas e.g. moving and stowing equipment, accessing toilets etc.

You will make sure that no more than **2 people** are in the kitchen or use each suite of toilets at any one time.

SC8:

You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not know, ensuring they can access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity.

SC9:

You are asked to arrange the room, as far possible, so as to avoid close contact between people who do not regularly see each other such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings and good ventilation. If tables are being used for a meeting, a wide U-shape is advisable.

SC10:

You are requested to 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 in the hall entrance or the Quantock Room 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.

SC11:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins/rubbish bags provided, taking all rubbish away with you when you leave the Hall.

SC12:

You will encourage users 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.

SC13:

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.

SC14:

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Hall, you should request them to leave the Hall immediately.

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 07977 591786 without delay.

SC15:

Other special points as appropriate:

1. 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.
2. Where a group uses their own equipment:
You will ask those attending to bring their own equipment and not share it with other members.

Signature of Hirer

Date of signature

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Please sign and date this 'Special Conditions' document, scan it and e-mail it to the Booking Secretary in order that the door code can be given.

If scanning facilities are not available, please e-mail the Booking Secretary stating your agreement or print the signed document and return to the Booking Secretary by post.

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