

## **Additional Special Conditions of Hire during COVID-19 at Tiptree Community Centre**

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

### **SC1:**

You, the hirer/Person in charge, 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. The Named Hirer/Person in Charge is responsible for Health and Safety during the booking and must complete a register of all people present with contact details. This must be left with the Duty Caretaker on vacating the premises and will be utilised for the purposes stated on the form

### **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 either the products supplied or your own ordinary domestic products.

### **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** 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, 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 you do not exceed number limits for the people attending 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, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than 1 person use each suite of toilets at one time.

### **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:**

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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 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.

**SC10:**

Eating and drinking is a risk for COVID 19, and we have therefore determined that until such time as the epidemic is in place, there will be **no** access to kitchen during the hire for any reason.

**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 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 Meeting Room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to 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 Caretaker initially as well Parish Clerk or Bookings Administrator on 01621 817030

**SC13:**

For performances and other events with seated audiences you will provide attendants 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.

**SC14:**

You will ensure that any equipment you store is cleaned before use and before being stored in the hall's cupboards

**SC15:**

Face coverings must be worn at the Centre by Hirers and their group from the 8<sup>th</sup> Aug 2020

Name	
Signature	
Date	