**WESTWARD HO! COMMUNITY ASSOCIATION**

**SPECIAL CONDITIONS OF HIRE DURING CIVID-19 NOTE: THESE CONDITIONS ARE SUPPLEMENTAL TO, NOT A REPLACEMENT FOR THE HALLS USER GUIDE**

**1, 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 hand sanitiser when entering the Hall and after using tissues. This also includes keeping contact details ie Name, telephone number and/or email addresses of all users if on their own, or 1 person from a group, for a minimum of 21 days. A copy of these will be required to be left at the Hall in a sealed envelope with the Group, Date and Time of your booking. Under GDPR will also keep them for 21 days, then the sealed envelope will be destroyed.**

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

**3, 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, switches, door handles) either using the products supplied or your own domestic products if you prefer, and particularly before leaving the premises. You will be given an extra 15 minutes free after your finish time to sanitise the Hall.**

**4, 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, and that 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.**

**5, 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.**

**6, In order to ensure that social distancing can be maintained, it will be your responsibility to ensure that everyone attending maintains social distancing while waiting to enter the building, and as far as possible when using more confined areas ie moving/storing equipment. You will make sure that no more than 2 people will use the toilet facilities at one time.**

**7, 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 ie using a wide U-shape.**

**8, YOU WILL BE RESPONSIBLE FOR THE DISPOSAL OF ALL RUBBISH CREATED DURING YOUR HIRE, INCLUDING TISSUES AND CLEANING CLOTHS. PLEASE BRING YOUR OWN RUBBISH BAGS. A CHARGE WILL INCUR IF YOU DO NOT DO THIS.**

**9, You will be responsible, if drinks or food are made or brought to the Hall, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own TEA TOWELS, and CLEANING CLOTHS, so as to reduce the risk of cross contamination between hirers, and take them away. We will provide washing up liquid.**

**10, We will have the right to close the hall if there are any 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.**

**11, In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall you should ask them to leave, return home and self-isolate, and ask others in your group to provide contact details if you do not already 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. Please inform the Hall Cleaner/Caretaker ‘Harry’ on 07517 791694 or our Booking Secretary Linda on 07483 229033.**

**12, 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 the closest exits first and invite people to use toilets in the interval row by row.**

**PLEASE REMEMBER - AN INHERENT RISK OF EXPOSURE TO COVID-19 EXISTS IN ANY PUBLIC PLACE WHERE PEOPLE ARE PRESENT. COVID-19 IS AN EXTREMELY CONTAGIOUS DISEASE THAT CAN LEAD TO SEVERE ILLNESS SENIOR CITIZENS AND PEOPLE WITH UNDERLYING MEDICAL CONDITIONS ARE ESPECIALLY VULNERABLE. BY VISITING THE KINGSLEY HALL ALL PERSONS VOLUNTARILY ASSUMES ALL RISKS RELATED TO COVID-19**

**Thank you and be safe.**

**The Management Committee.**