



Tracie's Latin Club

Special Conditions of Hall Hire during COVID-19

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 washing hands on arrival or using the hand sanitiser supplied.

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: You will be responsible for cleaning chairs, tables, door handles, light switches, window catches, equipment, and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive.

Where possible, the kitchen is out of bounds. If used in emergency, you will be required to clean **after** your group leaves – cleaning all surfaces, wash hand basins, kitchen sinks and touch points with the domestic products held under the sink.

The Ladies & Gents toilets in the main hall will be out of bounds. Please only use the Disabled toilet as a unisex toilet. You will be required to clean **before and after your group leaves**

Please take care cleaning electrical equipment and plug sockets. Use cloths - 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 10 days, and that if they develop symptoms within 10 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, using the pole to open windows and possibly doors as far as convenient. You will be

responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than the number of people listed in the TLC issued risk assessment – under hall capacity guidelines - attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, if necessary, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets one at a time) which should be kept as brief as possible. **Face coverings are legally required to be worn whilst entering the Hall, unless exempted or not appropriate for the activity.**

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, kitchen 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 social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9: You are to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the large rubbish bins located in the car park before you leave the hall.

SC11: You will encourage users to bring their own drinks and food. You will be responsible for ensuring that all crockery and cutlery is washed with hot soapy water, **before** use and **after** use, then dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away.

SC12: 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.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should isolate them from the rest of the group. Provide tissues, a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 Tracie on 07889 288368 immediately.

SC14: If permitted, for events with more than 30 people, you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards 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.

SC15: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: For a sport, exercise or performing arts activity: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

For a group using their own equipment: For those attending who bring their own equipment, they must not share it with other members. You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned **before** and **after** use.

All Special Conditions are subject to amendment due to changes in Government legislation and guidance.

Any major changes relevant to a hall booking will be notified to the hirer.