

St Patrick's Church Hall, Corsham

Covid-19 Special Conditions of Hire

The following conditions are supplemental to the standard 'Conditions of Hire'. Where they contradict the standard 'Conditions of Hire' these Covid-19 Special Conditions of Hire take precedence and must be complied with.

1. You (The Hirer) shall be responsible for organising your event/ activity in accordance with government guidelines and these conditions of hire.
2. You will be responsible for ensuring that those attending your activity/ event comply with the conditions of hire while entering and occupying the hall, as outlined on the attached COVID-19 Secure Information Sheet for Hirers (a copy of which is also displayed in the hall).
3. You will ensure you have carried out a COVID-19 Risk Assessment for running your activity/ event on our premises and arranged any additional public liability insurance necessary to run your activity/ event during COVID-19. A copy of your risk assessment and liability insurance must be provided to us.
4. **Cleaning:** We will ensure the hall is cleaned and sanitised every day it is in use. You will be responsible for cleaning/ sanitising regularly used surfaces before and after your period of hire and any additional cleaning/ sanitising you identify as necessary to protect members of your group during your period of hire (including tables, wash hand basins, door handles) using a suitable antiviral product effective for coronavirus. You must allow enough time to carry out pre and post session cleaning correctly and complete the Hirer Cleaning Record Sheet located at the front door.

Please do NOT spray cleaning products or apply wet cloths to electrical equipment. Switches should be turned off and wiped with a cloth.

5. **People with symptoms:** You will ensure that everyone likely to attend your activity/ event understands that they **MUST NOT ATTEND** if they are required to self-isolate in line with government or local guidelines current at any given time.
6. 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 outside front porch area. A COVID-19 First Aid Kit is located by the main entrance. 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 Parish Priest as soon as it is safe to do so on 07847 789404.
7. **Test and Trace:** You are requested keep a record of the name and contact telephone number or email of all those who attend your activity/event for a period of 3 weeks after the event and provide the record to NHS Test and Trace, if required.
8. **Ventilation:** You will keep the premises well ventilated throughout the hire period, with windows and doors open as far as convenient. You are responsible for ensuring all windows and doors are securely locked on leaving.
9. **Social Distancing:** You will ensure that you have adjusted your group numbers for any given session to ensure that social distancing can be observed. You will ensure that everyone attending maintains 1m social distancing while waiting to enter the premises, observes the one-way system within the premises (if applicable) and, as far as possible, observes social distancing of 1m when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.

We require our hall users to maintain 1m social distance wherever possible and you should use this distance when calculating your group numbers.

Face coverings are recommended to be worn by anyone attending our hall in line with government guidelines.

10. 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.
11. You will arrange the positioning of portable furniture as far as possible to facilitate social distancing of 1m between individual people or groups of up to two households 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 a distance of at least 1m across the table between people who are face to face e.g. using a wide U-shape.
12. **Rubbish:** You will be responsible for the disposal of all rubbish generated in the course of the activity/ event, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before leaving the hall.
13. **Use of kitchen facilities:** Use of kitchen facilities must be agreed in writing in advance to ensure the area can be cleaned/ sanitised by our cleaning personnel after your session. There will be no access to communal tableware and other traditionally shared materials such as washing up and drying up cloths. Washing up liquid and surface sanitiser will be provided along with single use paper towels.
14. **Closure:** We 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 cleaning is required; if it is reported that these conditions are not being complied with by you or 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.
15. **Larger events:** 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. Bookings where attendance is expected to exceed 30 people must be authorised by the Parish Priest in writing.
16. **Live performances** e.g. drama, music are permitted but must take place in line with government guidelines for performing arts and these terms and conditions. You must ensure you are familiar with the latest guidelines and incorporated, the requirements into your COVID-19 Risk Assessment and submitted this to the Lettings Agent where this differs from your original assessment.
17. **Where a group uses their own equipment:** You will ask those attending to bring their own equipment and not share it with other members.