

You undertake to comply with the actions identified in the Centre's COVID risk assessment, of which you have been provided with a copy. There are signs around the Centre to help prompt you and those attending your activity or event.

You will supply us with a copy of your own COVID Risk Assessment for your group or activity.

You, the hirer, will be responsible for ensuring that those attending your activity or event comply with the COVID-19 secure guidelines while entering and occupying the Centre.

In particular, using the hand sanitiser supplied when entering the Centre, social distancing, behaviour and the disposal of rubbish.

Cleaning

We will have the premises cleaned once daily prior to opening for that day.

During your hire you will be responsible for cleaning all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive.

You will be provided with a check list (see below) and cleaning products.

If you do not wish for the toilets to be available please let us know beforehand.

You **will not** have access to the kitchen.

You also agree to keep the premises clean throughout through regular cleaning of surfaces during your hire. (Please take care cleaning electrical equipment and light switches - do not spray)!

We will provide you with cleaning products, paper towels, hand sanitiser.

You will be required to **clean again when leaving**.

You will not be charged for the extra time needed for this and we will stagger bookings for enough time to conclude your cleaning (15 mins each way).

You should keep a copy of your cleaning checklist so that these can be produced if we ask for them (ie if there is a report that you are not following these procedures or if there is a suspected case at the centre)

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.

Your Clients/Group members/Attendees

You will make sure that everyone likely to attend your activity or event understands 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** alert you so that you can contact others in your group that they may have come in to contact with..

You will be expected to personally sign in to our track and trace system and that you keep a record of contact details of everyone attending your group (they do not need to sign in to our system).

You must inform the Bookings Manager immediately if you have a report of suspected illness from one of your group who attended the centre.

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated isolation area. There will be a clearly labelled chair in the corner of the entrance corridor by the doors for this purpose. This chair must not be removed. There will be a COVID-19 First Aid Box under the. You must obtain contact details of all in your group if you do not have them already and then ask them leave the premises by the fire exit door in the main hall, observing the usual hand sanitising and social distancing precautions and advise them to launder their clothes when they arrive home. Inform the Centre Manager as soon as possible before you leave.

Room Capacity

We have had to reduce the capacity in all our rooms to comply with safety.

Listed below are the number of people allowed to use each of the centre rooms, you will ensure that no more than this attend your activity or event, in order that social distancing can be maintained.

Main Hall – 30 people or maximum

It is recommended for the main hall if your group involves exercise that you limit the area of use to the wooden floor area or you insist on personal mats to be bought in by your attendees.

Lounge Room – 10 people or maximum 14 if some groups are known by you to be in a household bubble. Exercise groups will not be permitted in the lounge.

During your Hire

You will ensure that:

Everyone attending practises social distancing while waiting to enter the Centre; observes the one-way system within and as far as possible when using more confined areas (for example queueing for toilets) which should be kept as brief as possible **or avoided**.

Please ensure your members use the hand sanitiser upon entering the building and wear a mask until in the room where your activity is taking place.

Please ensure that no more than 3 people occupy the entrance corridor at one time, and toilets are on a 1 in 1 out basis.

Encourage attendees to not move from the room you have hired if at all possible – if moving to the entrance hall for the toilets, face masks should be worn.

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. A strict 1 way system

needs to be implemented for your group if you have older or vulnerable people attending (in through the front entrance and out through the side fire door).

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 plus 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, face masks and good ventilation. 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

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided in each room of the Centre.

Please encourage users to bring their own drinks (and food). You **will not** have access to the kitchen.

Live performances e.g. drama, music are **not** permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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.

Closing the centre / Cancelling bookings

We will have the right to close the hall if there are safety concerns relating to COVID-19. For example, if a deep clean is required, in the event that public buildings are asked or required to close again. Or at the decree of local or national lockdowns (the decision of the viability of a 'hire' is at the complete discretion of the Centre Manager and Committee – and can be cancelled at any time).

If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

Or if it is reported that the Special Hiring Conditions above are not being complied – this will be seen as a serious breach of contract and may result in the immediate and final cancellation of your hiring.

I agree to the Special Conditions of Hire during COVID-19

Signed

Date

Name (please print)

Organisation / Group / Company

CLEANING CHECKLIST

(it is recommended that you keep a copy of this each time it's completed for reference)

Date: _____

To Clean	Start	Close
Door Handles		
Door push plates		
Light Switches		
Tables		
Backs of Chairs		
Blind pulls		
Window catches		
Bin lids		
Toilet taps		
Wash Basins		
Hand dryer plate		
Rubbish into bins		