

Leintwardine Centre - Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire given on the Hiring Charges Sheet.

SC1:

You, the hirer, will be legally 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 the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, which is available in the Hall and on line in the Leintwardine centre website

SC3:

The Hall will have been cleaned before your hire.

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test.

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 no more than 30 people attend your activity/event in the Main Hall and 15 in the Reading Room, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and, as far as possible, observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses 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, kitchen or other confined areas without others being present.

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 six or less people 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, face coverings 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 **MUST** 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, in accordance with Public Health Regulations.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided in the main hall, by the main entrance and in the kitchen before you leave the hall. Place the bagged rubbish by the bins outside on the patio. All other rubbish should be taken away with you when you leave the hall.

SC11:

Not applicable.

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 remove them to the designated safe area which is the Disabled Toilet. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Seek medical advice for the unwell person. 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 hall cleaner through the Centre Treasurer.

SC14. Not applicable.

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:

Other special points as appropriate.

E.g. Where a sports, exercise or performing arts activity takes place:

[You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity]

E.g. Where a group uses their own equipment:

[You will ask those attending to bring their own equipment and not share it with other members] or

[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 use and before being stored in the hall].

SC 17:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

SC18:**Funerals and Weddings.**

Weddings, civil partnership ceremonies and wedding receptions are restricted to 15 people. Receptions should be sit down meals to ensure people can keep their distance from each other and mustn't take place in private dwellings

Funerals. Wakes or linked ceremonial events (such as stone-settings) before or after the funeral are limited to 15 people. Where food or drink is consumed, this should be in the form of a sit down meal.

Anyone working at a wedding, civil partnership ceremony, reception, wake or funeral is not generally counted as part of the limit. Within these larger gatherings, people do not need to limit their interaction to groups of 6 or their own household, but social distancing should still be followed between people who do not live together or share a support bubble.