

Special Terms and Conditions of Hire for COVID-19 from 1 Aug 2021

Note: These rules are supplementary to the usual terms and conditions of hire.

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the current Government COVID-19 Guidelines & Regulations when entering and occupying the hall.

Everyone should

- * wear a face covering (unless in an exempt category, or for specific activities)
- * use hand sanitiser on entry
- * maintain 2m social distancing as much as possible and avoid mingling

2. You must organise your activity or event in accordance with any guidance issued by the relevant governing body for your sport or activity.

3. We recommend that you clean door handles, switches, window catches, toilet handles, basins and all surfaces likely to be touched during your period of hire before other attendees arrive and at intervals cleaning such surfaces, using either the products supplied, or your own ordinary domestic products. Take care cleaning any electrical equipment - use cloths, do not spray. **Please do a final clean before leaving.**

4. You should keep a record of the name and contact telephone number or email of all those who attend your event, in a secure manner, for a period of 21 days after the event and provide the record to NHS Track and trace if required. Attendees using the NHS COVID app should be encouraged to scan the QR code displayed in the building.

5. You must ensure that everyone likely to attend your activity or event understands that they **must not attend** if they or anyone (adult or child) in their household has displayed any COVID-19 symptoms, within the previous 48 hours, or if they have been told to self isolate and are still within the isolation period.

If anyone develops symptoms within 10 days of visiting the premises they **must** seek a COVID-19 test. If positive, they must immediately inform the event organiser who must inform the Booking Clerk without delay.

6. You must ensure that no more than the maximum permitted number of people attend your activity/event. We strongly recommend that you restrict numbers to allow 2m distancing. You should not exceed the recommended absolute maximum capacity. The numbers given are for sedentary activities - you may need to reduce attendance for activities involving exertion or to allow moving around the room and to maintain adequate social distancing.

Room	Maximum capacity for 2m distancing	Recommended absolute maximum capacity	(Legal maximum - for information only)
Main Hall	30	50	(150)
Meeting Room	22	35	(120)
Lounge	8	15	(50)
Pavilion	15	25	(70)

7. You **must** ensure that social distancing is maintained as much as possible and follow any one way systems marked. If in a more confined area or essential activity e.g. moving and stowing equipment, this should be kept as brief as possible. People should pass back to back if necessary to be in close proximity.

You **must** take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically vulnerable.

8. You should advise attendees to bring the minimum of possessions with them and keep these close to them at all times. Where equipment is needed, you should ask those attending to bring their own equipment as far as possible and not share it with other members. You should avoid using equipment, which is difficult to clean, as far as possible. You must ensure that any equipment you provide is cleaned before and after use.

9. We strongly recommend that you organise one or two people to set the room up well before others arrive. You should position furniture or the arrangement of the room to maintain as much social distancing as possible, with people seated side by side rather than face to face. We also recommend that you provide stewarding to seat people in order of arrival, filling seats furthest from the entrance first. At the end of the event, those nearest the exit should leave first.

10. You **must** keep the premises well ventilated throughout your hire, with windows and doors open as far as possible, except internal fire doors. You are be responsible for ensuring they are all securely closed on leaving.

11. We strongly recommend that you do not use the kitchen. You should ask users to bring their own refreshments. If the kitchen is used, you are responsible for ensuring all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will need to bring your own tea towels and take them away. Any refreshments served should be served in a socially distanced manner and consumed while seated.

There must be a maximum of 2 persons in the kitchen, 1 at each end of the room.

12. You should refrain from playing music or broadcasts at a volume which makes normal conversation difficult. This is in order to avoid the risk of aerosol or droplet transmission by people unduly raising their voices to each other.

13. We have the right to refuse further bookings from specific hirers if we believe that they are not complying with these Special Terms and Conditions of Hire.

14. We will restrict hire for social events to Foxton residents only.

15. We have the right to close the hall if there are safety concerns relating to COVID-19. If this is necessary, or in the event that public buildings are required to close again, we will do our best to inform you promptly and you will not be charged for the cancelled hire.

Note: In the event of fire or other emergency, speedy evacuation of the building takes priority over social distancing.

Thank you for your cooperation in helping to keep our premises COVID-19 secure.