

Special Conditions ("SC") of Hire during COVID-19

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



CCB

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, as shown on the attached poster (PD7) which is also displayed at the hall entrance, 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, of which you have been provided with a copy (PD4).

SC3:

You will be responsible for sanitising door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular sanitising of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to sanitise again on leaving.

As shown in Sutton Hall Hire Agreement clause 7.11 (PD1) to facilitate the required sanitising, the hiring time shown in the Agreement will be extended free of charge by 30 minutes each side of your booking times.

Please take care sanitising electrical equipment. 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 14 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Government 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, 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 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 “qualifying group”) and that such groups do not mingle. You will ensure that social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, this should be kept as brief as possible. You will make sure that at any time no more than one person uses the Ladies’ toilets and two people the Men’s toilets.

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. Vulnerable people should be encouraged to use the Disabled toilets.

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 a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape (see PD9).

SC9:

You MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall’s NHS QR poster or your own NHS QR poster.



Failure to comply with collecting details and maintaining records is punishable by a fine – the first fixed penalty is £1,000

SC10:

You will be responsible for the collection of all rubbish created during your hire into the rubbish bags provided in the toilets, kitchens and the large and small halls, including tissues and cleaning cloths, before you leave the hall and disposing of this into the relevant Grundon bins in our carpark

SC11:

EITHER you will encourage users to bring their own drinks and food

OR you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in the dishwasher or by hand in hot soapy water, dried and stowed away and the kitchen surfaces and equipment properly sanitised.

If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink **MUST** cease before 10pm (i.e. be cleared away by then). If food and drink is served at tables you **MUST** ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

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
- if it is reported that these Special Conditions are not being complied with, whether by you or by other hirers
- 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. As shown in Sutton Hall Hire Agreement (PD1) clause OC4(i)(a) any deposit or payment will be returned.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them immediately to an external safe area. 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 caretaker on mobile 07799 875734 who will arrange for the hall to be closed and a deep clean will be organised.



If a staff member or visitor tells you they have tested positive for COVID-19, you should tell them to stay at home and self-isolate as soon as possible (along with the rest of their household) and encourage the individual to inform NHS Test and Trace of their recent contacts. You must not use the information you have collected to contact people. If you identify that there is more than one case of COVID-19 on the premises, you should contact your local health protection team to report the suspected outbreak.

SC14:

Other special points as appropriate.

- (a) For events with more than 30 people (when allowed) 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.
- (b) Where a hirer uses their own equipment:
EITHER 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 sanitised before use and before being stored in any previously designated cupboard.

SC15:

When the public are attending performances, organisers should ensure that steps are taken to avoid audiences needing to unduly raise their voices to each other. This includes avoiding playing music or broadcasts at a volume that makes normal conversation difficult, e.g. during performance intervals. This is to avoid increased risk of transmission from aerosol and droplet transmission.

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.

SC 18:

Closing: Provision of food and drink **MUST** cease by 10pm. Any bar, dinner or similar activity **MUST** close by 10pm.