

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire. While ever Government restrictions are in place due to Covid-19 pandemic these additional requirements and restrictions will apply to any user of the premises.

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines (found at <https://www.gov.uk/coronavirus>) whilst using the hall, in particular using the hand sanitiser supplied, wearing face coverings in enclosed spaces and ensuring social distancing requirements are achieved. .
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. In addition, you are required to conduct your own risk assessment to identify the risks of infection and transmission following the relevant regulations for the planned activity, and actions require to mitigate infection and ensure compliance is implemented. Worrall Community Association Ltd does not accept responsibility for risk assessments and will not formally approve them. However, such assessments should be sent to the Bookings Secretary so compliance can be monitored.
3. You will be responsible for cleaning 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 cleaning of surfaces during your hire, paying particular attention to wash hand basins, using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving and sign the cleaning sheet on display in the hall. Users of the hall are expected to bring their own hand sanitiser. Wipes for the toilets as well as a mop for the floor will be provided, but the lead hirer is responsible for providing sanitising wipes for the cleaning of equipment and commonly touched surfaces, as well as the sanitising wipes for the floor.
4. 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 COVID-19 symptoms or if they are supposed to be self-isolating. Users should also understand that if they develop symptoms after visiting the premises they must use the NHS Test, Track and Trace system to alert others with whom they have been in contact and also inform the bookings secretary Judith Cowley immediately.
5. 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.
6. You will ensure that the capacity of your activity allows for sufficient social distancing to be maintained in line with government regulations in place. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, when in the premises, and 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.
7. You will take particular care to ensure that social distancing is maintained for any persons who are clinically more vulnerable to COVID-19, including for example keeping a safe 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.

8. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing such as: seating side by side rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing.
9. You are required to keep a record of the name and contact telephone number or email of all those who attend your event in accordance with NHS Track and trace requirements.
10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in rubbish bags before you leave the hall placing rubbish in the dustbin outside. You are responsible for supplying rubbish bags.
11. You will encourage users to bring their own drinks. Food in the hall is not permitted and the kitchen will remain closed.
12. 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 cleaning 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 local lockdown measures are imposed or public buildings are 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.
13. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should ensure they leave promptly, cancel the activity and leave the premises, observing the usual hand sanitising and social distancing precautions, and advise other users to launder their clothes when they arrive home. Inform the bookings secretary Judith Cowley immediately.
14. 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.
15. You will ensure that any equipment used is cleaned after use and before being stored in the hall's cupboards.