

Special Conditions of Hire for Quorn Old School during COVID-19

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

Restrictions are changing month by month. Please check www.gov.uk for up-to-date information. However, we would be very grateful if you would consider the following as a basic template for precautions to be taken in order to safeguard all users of our venues.

Amendment from 8 August 2020: Please be aware that if you are currently hiring or planning to hire Quorn Village Hall or Quorn Old School for an activity, the Government has now made it mandatory for masks to be worn in 'Community Centres' and 'Social Clubs'. We would be very grateful if you would comply with this regulation. Additional information and exemptions can be found at www.gov.uk

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 venue, as shown on the attached poster which is also displayed at the venue entrance, in particular using the hand sanitiser supplied when entering the venue and after using tissues.

SC2: You undertake to comply with the actions identified in the venue's **risk assessment** and in these special conditions. You will be requested to complete and return your own risk assessment tailored to your particular activity. A template will be provided.

SC3: The venue will be cleaned once a day but at the beginning of your hire you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, toilet handles and seats, door handles, light switches, equipment and all surfaces likely to be used) using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment. You will be required to clean again, as above, on leaving.

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact.** Ask all those in your group to **provide their contact details** if you do not already have them.

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 **40 persons in the Main Hall and 12 persons in the Community Room/Council Chambers** attend your activity/event, in order that social distancing can be maintained. **If the Rule of 6 is currently being enforced you must abide by this also.** You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes any additional restrictions or advice with regard to movement in the building, and as far as possible when using more confined areas.

You will make sure that no more than two people use 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. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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.

SC9: **You will be responsible for the disposal and removal** from the premises of all rubbish created during your hire, including tissues and cleaning cloths. Plastic rubbish bags are available in the kitchen cupboard if you need them.

SC10: **Kitchen areas are not available for use** until further notice. You may bring your own kettle, cups etc but please take them home with you for cleaning etc. Please **do not use** crockery, cutlery or facilities in the venue. Use of these by varied groups could significantly increase the risk of infection.

SC11: 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.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the venue you should remove them to a safe area until they are collected. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask all those in your group to **provide their contact details** if you do not already have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise everyone to launder their clothes when they arrive home. **Inform the Parish Council on 01509 458281.**

SC13: Performances, parties and other events with seated audiences are not currently permitted inside but from 17 May some indoor events are acceptable provided restrictions on capacity/seating etc. are complied with. Adult singing and dancing is still restricted indoors.

QUORN PARISH COUNCIL

02.07.20

Updated 26/04/21 (S. Scott)