COVID-19 INSTRUCTIONS

TERMS AND CONDITIONS

 1. Please use a one way system for entering and exiting the hall. People should enter by the main door and exit by the French windows fire exit which leads to the car park.

 2. Please ensure that the one-way system for accessing the toilets - following the arrows indicated, in via the door to the left of the stage, exit via the door to the right of the stage - is adhered to.

 3. The hirer is to brief attendees of the entrance/exit/access to toilet requirements prior to the event.

 4. Hand sanitiser is available to be used on arrival and on departure as necessary.

 5. Please ensure that the kitchen is only used where absolutely necessary e.g. to wash hands, get water. No cooking or preparation of food is permitted.

 6. If tables and/or chairs are used they are to be wiped down with disinfectant wipes before and after use (hirer to bring wipes with them.)

 7. The hirer is responsible for wiping all door handles/light switches before and after use of the hall with disinfectant wipes. The person cleaning should ensure that disposable gloves are used for the cleaning and must remove them for disposal.

 8. The hirer is to ensure that only one person is to access the ladies’ toilet facilities and one person to access the gents toilet facilities at any one time. The hirer is to explain that there is a sign to indicate the lights are motion sensitive and will switch themselves off. The hirer is to explain that the paper towels should be used rather than the hand driers and the hirer is responsible for ensuring that any paper hand towels are disposed of in the bin in the relevant facility and removed at the end of the hiring.

 9. It is recommended that the windows and the french doors are open as this is necessary to allow fresh air to circulate during the hiring. They should be closed securely at the end of the hiring

 10. The hirer is to complete their own risk assessment and submit a copy to the booking secretary to be retained by the Hall committee, well in advance of the booking. This should include the cleaning regime to be completed in the half hour prior to the booking and the half hour following which will not be chargeable. The risk assessment should also include the restriction on numbers of clients to comply with the social distancing rules in force in relation to indoor gyms and dance studios.

11. The hirer is responsible for bringing and removing any equipment necessary to ensure social distancing is maintained.

12. The hirer must comply with the track and trace conditions and be able to provide details of every client where necessary to comply with those conditions.

 Signature of the hirer

Date