

THE STITHIANS CENTRE HIRE AGREEMENT – COVID ADDENDUM

This addendum should be read in conjunction with the:

Stithians Centre Hire Agreement (version 9 – July 2020)

and sets our **ADDITIONAL** actions and responsibilities to be undertaken by the **HIRER** as determined or advised by the UK Government to safeguard users and the wider community from the risks of COVID-19. These special conditions are adapted from the ACRE Re-opening guidelines for community halls

If you wish to discuss any particular aspects of this appendix, please contact the bookings officer:

Tel: **07394657960** or email: stithianscentre@hotmail.co.uk

Special Condition (SC) 1:

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 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.

SC3:

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 and kitchen sinks (if used), using your own ordinary domestic products. You will be required to clean again on leaving.

The TSC has been thoroughly cleaned prior to re-opening and will be cleaned on a regular basis, but this does not exempt the Hirer from the additional cleaning as it is essential to prevent transmission between Centre users.

Please take care cleaning 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 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. Hirers are required to keep a record of all attendees for their activities for track and trace purposes, in accordance with the Government COVID-19 guidelines and their own risk assessment.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient/possible. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more people attend your activity than is prescribed by the current Covid-19 Guidance for Mass Gatherings, at the time of your hire, in order that social distancing can be maintained (if you are unclear about this you should discuss this with TSC Booking Officer). You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible.

You will make sure that no more than one person is within our toilet cubicles at any one time (unless this is for necessary assistance or an emergency).

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 of all rubbish created during your hire, including tissues and cleaning cloths, in rubbish bags that you provide. You must take them away with you at the end of your hire.

SC10:

You will encourage users to bring their own drinks and food.

If you have **expressly hired the kitchen** you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between Hirers, and take them away. We will not provide washing up liquid.

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 hall you should isolate them from the other participants immediately. You should also end the activity immediately and notify the Bookings Office without delay **TEL: 07394657960**.

You should also 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. Please also advise all participants to arrange for the appropriate notification and testing in accordance with the NHS-111 guidelines.

SC13:

Other special points as appropriate.

13.1 If you hire storage from TSC, you will ensure that any equipment you provide is cleaned before use and before being stored in your cupboards in the Hall. Also ensure that as few people as possible access the storage area.

13.2 For performances and other events with seated audiences: The Hirer will provide attendants 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.

13.3 Where a group uses their own equipment: The Hirer will ask those attending to bring their own equipment and not share it with other members.