**APPENDIX E**

**Swimbridge Jubilee Hall**

Registered charity no: 300983

**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.**

**SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines (which includes wearing a mask unless exempt) while entering and occupying the hall, as shown on the **attached** poster which is also displayed at the hall entrance, in particular using hand sanitiser when entering and leaving the hall.

**SC2:**

The Jubilee Hall’s Covid-19 risk assessment is on [www.swimbridgejubileehall.com](http://www.swimbridgejubileehall.com). You must read it and be aware of its contents. If you do not have access to the website please ask the Booking Clerk to send you a copy.

**SC3:**

The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using the products supplied. Please take care cleaning electrical equipment. Use cloths - do not spray! You must provide sanitiser for the people in your group.

**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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. They **MUST** get a COVIC-19 antigen test. See also SC13.

**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 21 people including yourself attend your activity/event in the main hall, and 6 people in the meeting room (dependant on which room you have booked) in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises. Use alternative exits and devise a one-way system if required for your group/activity, and as far as possible observing social distancing of 1m plus mitigation measures when using more confined areas (eg, moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than 2 people use each suite of toilets at one time. No more than 15 people can attend a wedding or civil partnership and no more than 21 for a funeral.

**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 social distancing of 2m between individual people or groups of up to two households 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, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres apart.

**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.

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. A wheelie bin can be found outside behind the bus shelter.

**SC11:**

To keep cleaning and hall usage to a minimum the kitchen will not be available to hirers.

You can bring your own drinks/food/cutlery and crockery if you wish to provide refreshments etc at your own risk.

**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 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.

**SC13:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should move them to the designated safe area which is the Green Room (room off the main hall) immediately. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 booking clerk immediately on **077 1425 6379.**

**SC14:**

You need to ensure than no more than 21 people attend in the main hall or 6 people in meeting room (dependant on which room you have booked) to ensure the safety of the public in relation to Covid-19 and prevent large gatherings or mass events from taking place. For example 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.

**SC15:**

In order to avoid risk of aerosol or droplet transmission 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.

**SC16:**

Other special points as appropriate,

* **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.
* **Where a group uses their own equipment:** Wherever possible you will ensure that your group uses their own equipment. It should be cleaned before and after use. If any equipment from the hall is used that should also be cleaned before and after use. Cleaning products will be available.
* The hall is equipped with passive infra-red detectors which means that lights come on automatically in the storeroom, Green room and toilet areas: Please remind people not to touch these switches.
* The hall will set aside a designate place for a sanitising station, however it is the responsibility of the hirer to provide hand sanitiser etc for their group.
* Hirer to stack chairs and leave them in the hall. *(The caretaker will move them to the main storeroom after 72 hours).*

**SC17:**

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.

**Encs:** Poster – Help keep this hall Covid-19 secure(Appendix C for Hall use)

Risk assessment for Hirer (Appendix G for Hall use)

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**I have read and understand Swimbridge Jubilee Hall’s Special Conditions of Hire during COVID-19 and agree to abide by these conditions.**

**Name of hirer .............................................................................................................**

**Position in organisation**

(if applicable) **.............................................................................................................**

**Organisation .............................................................................................................**

(if applicable)

**Date of event(s) .............................................................................................................**

**Address: .............................................................................................................**

**.............................................................................................................**

**Tel no: ................................................... Mobile: .........................................**

**Email: .............................................................................................................**

**Signed: ...................................................................... Date: ..........................**

ACRE Information Sheet Opening your village hall after lockdown

shared by Devon Communities Together [www.devoncommunities.org.uk/JLW/24.7.20 / 7.8.20 /](http://www.devoncommunities.org.uk/JLW/24.7.20%20/%207.8.20%20/) 27.8.20/ 15.10.20