



COVID-19 Special Conditions of Hire (Occasional Hirers)

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 while entering and occupying the hall, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You will be responsible for cleaning door handles, light switches, window catches, equipment and all surfaces likely to be used during your period of hire and for keeping the premises clean through regular cleaning of surfaces during your hire, 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.

Please take care cleaning electrical equipment and light switches. Use cloths - do not spray!

SC3:

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.

Please bear in mind that there are extractor fans in the main hall which should be used to increase the flow of air through the room. The controls for the extractor fans are in the kitchen, adjacent to the stable door. Please remember to switch off the fans when you leave.

SC4:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided, before you leave the hall.

SC5:

You will ensure that you keep the number of people present within the maximum numbers permitted – 70 adults in the main hall; 12 adults in the meeting room.

SC6:

Face masks must be worn while entering and exiting the building.