



St Andrew's Hall

Special Terms & Conditions of use during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's Standard Terms & Conditions of use.

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, 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 latches, 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. You must pay particular attention to tables, chairs, door handles and light switches, using the products supplied which are available in all rooms. You will be required to clean again on leaving.

Please take care cleaning electrical equipment.
Use paper towel - 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. You must keep a list of contact details of all those attending your event. This list must be photographed and texted to the Hall Manager 07545276226 at the end of your booking.

SC5:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is in Room 1 until they can be collected/make their own way home. You must 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. You must inform the Hall Manager immediately by text on 07545276226.

SC6:

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.

SC7:

You will ensure that no more than the number of people agreed in your independent Risk Assessment will attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within 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 at a time uses each toilet area at any one time.

SC8:

You and your group must wear face masks in all public areas of the building. This includes the main foyer, toilet areas and the corridors. Face masks must also be worn during any activity open to the public and at any other time when 2m social distancing cannot be adhered to.



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SC9:

You will position furniture or the arrangement of the room as far as possible to facilitate people sitting 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 e.g. using a wide U-shape.

SC10:

You will be responsible for the disposal of all rubbish created during your hire of the room which you have booked. Extra bins have been provided for the disposal of tissues, cloths and general waste. Replacement bags are stored in the bottom of each bin. The full bag/s must then be deposited in the large bin outside the Hall.

SC11:

You will encourage users to bring their own drinks and food. The only item provide by the Hall will be a domestic kettle in every room. Users must bring their own cup to use and take it away when they leave.

SC12:

The Hall Management Committee have the right to close the hall if there are any 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 Terms & Conditions of use 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.