

HAMPSTHWAITE MEMORIAL HALL

Hollins Lane
Hampsthwaite, HG3 2EJ
Reg Charity No. 523703
H.B.C. Licence No. WK/050606862

Bookings:

Email: Bookings@hampsthwaite.org.uk
Web: www.hampsthwaite.org.uk/memorialhall/
Tel: 01423 770399



Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Memorial Hall's ordinary conditions of hire (see <http://www.hampsthwaite.org.uk/memorialhall/548>)

The Memorial Hall Management Committee undertakes best endeavours to establish the premises as Covid Secure but it is the responsibility of Hirers to ensure their activities within it are safe and do not compromise the safety of others who may follow.

SC1: The Hirer will be responsible for bringing to the attention of those attending an activity or event while entering and occupying the Memorial Hall, the COVID-19 Secure Guidelines, as shown on the attached poster, which is also displayed at the hall entrance, in particular with regard to hand sanitising when entering the hall.

SC2: Hirers undertake to comply with the actions identified in the Memorial Hall's Risk Assessment, and have been directed to a copy - <http://www.hampsthwaite.org.uk/memorialhall/548>

SC3: Hirers should ensure that all surfaces likely to be used during the period of hire have been cleaned **before** other members of the group or organisation arrive (*eg door handles, light switches, window catches, equipment, toilet handles and seats, wash basins*)

SC4: Hirers should ensure the premises are kept clean during hire through regular cleaning of surfaces, paying particular attention to wash hand basins and kitchen sinks (*if used*), using either the products supplied (*which will be in a clearly accessible location*) or their own ordinary domestic products.

SC5: Hirers will be required to **clean again on leaving**. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC6: Hirers will make sure that everyone likely to attend an 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 10 days, 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.

SC7: Hirers should consider if they can keep the premises well ventilated throughout the hire, with windows and doors open as far as convenient. Hirers will be responsible for ensuring they are all securely closed on leaving.

SC8: Hirers will ensure that the maximum occupancy of rooms is not exceeded - see <http://www.hampsthwaite.org.uk/memorialhall/548>. The hall is hired on the understanding that there will be adherence to current social distancing guidelines and it is this which has determined the number of users the hall can accommodate for a booking or activity. **Encouragement of social distancing lies with the Hirer.**

SC9: All hirers will **keep an accurate record of attendees** and if notified by the Hall Management committee will be able to make contact with those persons in line with the government track and trace policy.

SC10: Hirers are responsible for the disposal of all normal rubbish created during your hire, but cleaning cloths and wipes may be left in the bins provided with the exception of cleaning materials and disposable PPE used as a result of an incidence of Covid-19 infection, in which case everything should be double bagged and left in the Green Room Isolation Area where it can be labelled and left for 72hrs.

SC11: Hirers are advised to encourage users to bring their own drinks and food. Alternatively, if drinks or food are made, Hirers will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Hirers are required to bring their own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. Washing up liquid and washing up cloths will be provided by the Hall.

SC12: The Memorial Hall Management Committee has the right to close the hall and cancel bookings without notice 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.
- If it is reported that the Special Conditions of hire above are not being complied with by Hirers
- Following changes to government advice.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall they should be removed to the designated safe area, which is the Green Room in the backstage area, where sanitiser, PPE and a washbasin with hot water is available. Others in the group must be asked to provide contact details if not already recorded in an Attendance Register, then leave the premises, observing the usual hand sanitising and social distancing precautions, and advised to launder their clothes when they arrive home. Hirers must inform the hall Booking Secretary on **01423 770399**

SC14: For performances and other events with seated audiences, it is recommended that attendants be provided, who will ask people to seat themselves furthest from the entrance on arrival and to leave closest to the exits first. People should be reminded not to queue and only one person at a time may enter a toilet suite.

SC15: As far as possible, Hirers will avoid using equipment, including their own equipment, which is difficult to clean and ensure that any equipment used is cleaned before and after use and before being stored. By prior arrangement some on-site storage maybe available, but only in a location agreed with the Booking Secretary.

Attention all visitors

In response to the recent outbreak of the Coronavirus (COVID - 19) we ask all visitors to self-screen before entering the building, to help lessen the spread of the virus.

Do not enter if:

1. You have signs of a fever or a high temperature (above 38°C)
2. You have a persistent cough or respiratory problems
3. You have had contact with any possible source of the virus

If you have met any of the above criteria please return home and contact NHS 111 for advice

If you are safe to enter please do so and follow the guidance below:

1. Wash your hands regularly and thoroughly with soap and water or alcohol based hand sanitiser
2. Avoid touching your face with your hands
3. If you need to cough or sneeze, use a tissue and bin after use
4. Where possible avoid contact with vulnerable individuals such as the elderly and those with underlying health conditions

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