

EAST HAGBOURNE PAVILION
Special Conditions of Hire during COVID-19

Note: These conditions are IN ADDITION TO the standard conditions of hire.

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 poster which is displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and as needed during the activity.
2. You undertake to comply with the actions identified in these Special Conditions, to carry out your own risk assessment and adhere to the actions contained in it.
3. 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** advise you, the hirer and use the Test, Track and Trace system to alert others with whom they have been in contact.
4. 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), generally using your own ordinary domestic products. You will be required to clean again on leaving.
Please take care cleaning electrical equipment. Use cloths - do not spray.
5. 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.
6. You will ensure that no more than the number of people declared in your own booking form or risk assessment attend your activity/event, in order that social distancing can be maintained.
7. You will ensure that everyone attending maintains social distancing including while waiting to enter the premises and as far as possible when using more confined areas. You will make sure that no more than one person uses each toilet area at one time.
8. 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. The emergency exit route through the kitchen may be used at your discretion.
9. You will ensure that those attending comply with the Government's announcement of 31 July 2020 requiring face coverings be worn by members of the public in a range of indoor locations and activities as far as it applies to your activity.

10. Where furniture is used, you will arrange 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 e.g. using a wide U-shape.
11. On completion of your activity you will clean all hard surfaces contacted by your group including tables and chairs, using an appropriate disinfectant cleaner.
12. You will be responsible for taking home all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided, before you leave the hall.
13. In order to reduce the risks for everyone, the use of the kitchen should be avoided as far as possible and is allowed only if social distancing can be maintained while food/drink is being prepared and served. Please be aware that you will be responsible 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 provide washing up liquid and washing up cloths.
14. You must keep a record of attendees at your event or activity, including contact details, to support NHS Test and Trace.

If someone becomes unwell:

15. In the event that someone becomes ill on site or reports symptoms or tests positive for Covid-19 after the event, you must inform Pavilion management immediately of the circumstances on easthagbournepavilion@gmail.com so that appropriate action can be discussed and taken.
16. If someone becomes unwell with suspected Covid-19 symptoms while at the Pavilion you should safely remove that person from the premises as soon as is practical, using appropriate PPE as needed. Guidance and equipment/materials are provided in the kitchen area. Make sure you have contact details for each of your group. In the event a member of your group becomes unwell, then all persons must immediately leave the premises, observing the usual hand sanitising and social distancing precautions, and you must advise them to launder their clothes when they arrive home. Inform Pavilion management immediately of the circumstances on easthagbournepavilion@gmail.com.

17. EHSRC reserves the right to close the facilities if there are safety concerns relating to COVID-19, for example, if someone who has attended the Pavilion 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