

EAST HAGBOURNE PAVILION

Special COVID Booking Conditions of Hire of the Pavilion and Recreation Ground from 1 September 2021

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

The government has announced more relaxed COVID restrictions from 19 July 2021. This gives us more flexibility, but Coronavirus remains a serious health risk. The Government advises that you should stay cautious to help protect yourself and others.

In hiring the facilities:

1. You, the hirer, undertake to comply with these Special Conditions, to carry out your own risk assessment and adhere to the actions contained in it.
2. You will ensure that those attending comply with the Government's COVID guidance currently in force, as it applies to your activity.
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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a COVID-19 test.
4. 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 as far as possible. Encourage use of face coverings where practical.
5. You will be responsible for protecting your group by cleaning all surfaces likely to be used during your period of hire **before** other members arrive.
. . . including door handles, light switches, window catches, equipment, toilet handles and seats, wash basins. Please take care cleaning electrical equipment. Use cloths - do not spray.
6. On completion of your activity, please clean all hard surfaces contacted by your group including tables and chairs, using an appropriate disinfectant cleaner.
7. We encourage you to keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. Ensure they are all securely closed on leaving.
8. 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.
9. 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:

10. 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.

11. 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.

12. 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

Updated 24 August 2021