**COVID-19 Conditions, Regulations and Provisions**

**Condition 1:**

The Hirer shall be responsible for ensuring those attending the 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 after using tissues and ensuring good hand hygiene throughout the hiring.

**Condition 2**:

The Hirer undertakes to comply with the actions identified in the Hall’s Risk Assessment, of which a copy has been provided. The hirer must also supply its own risk assessment for the activities which it organises to the satisfaction of the Trustees.

**Condition 3:**

The Hirer shall 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 the period of hire beforeother members of its group or organisation arrive and for keeping the premises clean through regular cleaning of surfaces during its hire, paying particular attention to wash hand basins and kitchen sinks (if used). The Hirer will be required to clean again on leaving, including mopping the floors. Special care should be taken when cleaning electrical equipment, for example by using cloths and not sprays. The Hirer must supply the necessary cleaning materials.

**Condition 4:**

The Hirer shall make sure that everyone likely to attend the 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 use the Test and Trace system to alert others with whom they have been in contact.

**Condition 5:**

The Hirer must keep the premises well ventilated throughout the hire, with windows and doors (except the internal fire doors) open as far as convenient. The Hirer will be responsible for ensuring they are all securely closed on leaving.

**Condition 6**:

The Hirer shall ensure that no more than [insert number] people attend the activity/event, in order that social distancing can be maintained. The Hirer must ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment or accessing toilets) which should be kept as brief as possible. The Hirer shall make sure that no more than two people use each suite of toilets at one time.

**Condition 7**:

The Hirer shall 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.

**Condition 8**:

The Hirer shall position furniture, and arrange the room, as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households, or 1m with mitigation measures such as seating side by side (leaving at least one empty chair between each person or household group) rather than face-to-face, and ensuring good ventilation. If tables are being used, the Hirer will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face, for example by using a wide U-shape.

**Condition 9:**

The Hirer must keep a record of the name and contact telephone number or email address of all those who attend the event for a period of 3 weeks after the event, and provide the record to NHS Track and Trace if required. The Hirer shall encourage check-in via the test & trace QR code.

**Condition 10**:

The Hirer shall be responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths, and for taking all rubbish away after leaving the Hall.

**Condition 11**:

The Hirer must require users to bring their own drinks and food if these are required. Neither the kitchen, nor its contents, can be used by the Hirer.

**Condition 12:**

ASCH will have the right to close the Hall 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, or if it is reported that these hiring conditions are not being complied with, whether by the Hirer or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, the Hall will do its best to inform the Hirer promptly and the Hirer will not be charged for this hire.

**Condition 13**:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall, the Hirer should remove them to the safe area in the meeting room, provide tissues and a bin or plastic bag and a bowl of warm soapy water for handwashing. Also, the Hirer must ask others in the group to provide contact details 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. The Hirer must then inform the ASCH Booking Team as soon as possible.

**Condition 14:**

To avoid the risk of aerosol or droplet transmission, the Hirer must take steps to avoid people needing to unduly raise their voices to one another, for example by refraining from playing music or broadcasts at a volume which makes normal conversation difficult if required.

**Condition 15:**

Where a sports, exercise or performing arts activity takes place, the Hirer must organise the activity in accordance with guidance issued by the relevant governing body for the relevant sport or activity.

**Condition 16:**

The Hirer will ask those attending to bring their own equipment as required for the activity and not share it with other members, and will avoid using the Hall’s equipment, which is difficult to clean, as far as possible. The Hirer will ensure that any equipment provided is cleaned before use and before being stored in the Hall’s cupboards.

**Condition 17:**

The Hirer will require all those attending to wear a face coverings unless an exemption or other government guidance applies to the relevant activity. A face covering is not required when people are eating or drinking, but they should be seated.