

TREDINGTON WI HALL

CONDITIONS OF HIRE

(Revised 24 May 2021)

COVID-19 PROTOCOLS

C1. The Hirer must agree to abide by the Conditions of Hire set out in this document.

C2. These Conditions are written taking account of the risk measures identified in the WI Hall Owners Risk Assessment

C3. The Hirer must declare the nature of event or activity for which the Hall is being hired and must specify the number of attendees to that will be present in the hall at any one time. To meet Covid-19 Secure conditions, this number must not exceed thirty people at one time provided social distancing can be maintained.

C4. The Hirer must make and keep a Contact List of those attending the activity or event for the purposes of Track and Trace to meet Public Health England requirements.

C5. The hire of the building is limited to the space contained within the Main Hall and the Toilet Facilities. The Kitchen is available under certain circumstances only.

C6. The Hirer will be responsible for ensuring that those attending the Hirer's activity or event comply with Covid-19 Secure Guidelines as specified by UK Government at the time of hiring. (see Poster at entrance). In particular all those attending the hall must observe social distancing, Using Hand Sanitiser, Wearing a face covering and disposing of all rubbish.

C7. The Hirer must prepare a Risk Assessment to satisfy all prevailing UK Regulations at the time of hiring. The Hirer must ensure that the activity or event is managed in such a way as to comply with the risk control measures identified in the risk assessment.

C8. The Hall will have been cleaned prior to this Hire. The Hirer will be responsible for cleaning during use and again on leaving the Hall. Cleaning materials will be provided in a covered box.

Cleaning must include:

- Tables and Chairs
- Door Handles and Light Switches (do not spray liquid on light switches)
- Toilets including Seats and Wash Basins
- Disposal of all Rubbish

C9. Access to and exiting from the WI Hall must be via the side entrance. This entrance also serves as the Emergency Exit and is provided with a ramp to facilitate disabled entry and exit. A secondary door with steps is also available on the Armscote Road side of the Hall.

C10. The Hirer must ensure that everyone likely to attend the activity or event MUST NOT DO SO if they have experienced Covid-19 symptoms during the ten days before the event. Anyone experiencing such symptoms within ten days after the event must use Test Track-and-Trace in accordance with Government requirements.

C11. The Hirer must keep the premises well ventilated during the event in order to minimise the potential for the transmission of airborne aerosol virus.

C12. Live performances involving singing and drama are not permitted at present. This is to avoid the risk of aerosol or droplet transmission of the Covid-19 Virus.

C13. The Hirer must ensure that attendees to the event and those staffing the event must maintain social distancing of 2 metres. This must also apply to the separation of seating.

C14. Special care to observe social distancing must be applied when vulnerable or people over 65 years of age are present.

C15. Kitchen use: If the kitchen is to be used, only by two people at a time can enter the kitchen, while maintaining social distancing. Food should be served by a server. No one is to help themselves. The server must wear a mask and disposable gloves. All crockery and cutlery that has been touched, whether used or not, should be put into the dishwasher and washed on a high temperature. You should provide your own refreshments and take your rubbish home for disposal.

C16. We reserve the right to close the Hall or withdraw it from hire if the WI Hall Committee judges there to be safety concerns apparent during the event or if someone falls ill during the event or if there is a change in Government guidelines.

Signed: On behalf of the WI Hall Committee

Signed: By the Hirer

Dated: