

# 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.

