

Blackbourne Extra Conditions of Hire during COVID-19

These conditions refer to **You** – the hirer and to **The Management**, the Blackbourne & Wesley Management Association acting via the Parish Clerk's Office.

They are supplementary to and not a replacement for the Blackbourne's ordinary Conditions of Hire.

SC1: You, the hirer, will be responsible for ensuring that those attending your event comply with all current COVID-19 Governmental advice whilst entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular in using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's Risk Assessment, of which you have been provided with a copy.

SC3: The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly-used surfaces during your period of hire (for example tables & door handles). Please take care cleaning electrical equipment - use cloths - do not spray!

SC4: You will make sure that everyone likely to attend your 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** use the Test, Track and Trace system to alert others with whom they have been in contact, including yourself. You will then inform the Management.

SC5: You are responsible for maintaining a written or electronic record of everyone attending your event including name address, telephone number and email. This record must be available for inspection by the Management during the event and at any other time and must be retained and accessible for 4 weeks following the date of the event.

SC6: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as is convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC7: You will ensure that no more than the number of people as agreed with the BWMA Management attend your event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that the rotation of toilet cubicles in alphabetical order is followed.

SC8: 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 minimum 1m 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.

SC9: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one 1 metre 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 1 metre across the table between people who are face to face.

SC10: When appropriate you will encourage users to bring their own drinks and food. You will be responsible, if drinks or food are made on the premises, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away.

SC11: The Management 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 Special Hiring Conditions 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 and you will not be charged for this hire.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms whilst at the hall you should remove them from the premises. Then vacate the premises after advising all present to launder their clothes when they arrive home. You must advise the management immediately.

SC13: If the Management considers it to be appropriate for certain special events you will be required to follow rules ancillary to the above.

Peter Dow
30.06.2020