

# BELLINGHAM TOWN HALL

## Terms of Hire

### Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

1. You, the hirer, will be responsible for ensuring those attending your 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.
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. **Hirers to provide names and contacts details of all present in cases of track and trace.**
3. The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. **Please take care cleaning electrical equipment.** Use cloths - do not spray!
4. 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 7 days**, and that if they develop symptoms within 7 days of visiting the premises they must inform the booking clerk.
5. **You will keep the premises well ventilated throughout your hire**, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
6. **You will ensure that no more than 20 people** attend your activity/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 one in and one out is observed for each toilet areas.
7. **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 2m distance around them when going in and out of rooms and ensuring they can access the toilets 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.
8. 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 empty chair between each person, rather than face to face. There will be no soft seating available. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
9. **You will be responsible for the disposal of all rubbish created during your hire**, including tissues and cleaning cloths, in the rubbish bags provided in the bar or foyer before you leave the hall.
10. The hall **kitchen is closed**, but users are permitted to bring their own drinks and food as long as the eating area is thoroughly cleaned afterward
11. We 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 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 and you will not be charged for this hire.
12. **In the event of someone becoming unwell** with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is at the base of stage stairs. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them 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. Inform the booking clerk.