



Red Lion House Community Centre
233, Horninglow Road North
De13 0ST

Charity Number: 1176422

Special Conditions of Hire during COVID-19

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

SC1: Responsibilities

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 centre, as shown on the attached poster which is also displayed at the entrance to the centre, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: Agreement

You undertake to comply with the actions identified in the centre's risk assessment, of which you have been provided with a copy.

SC3: Cleaning

You will 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 your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4: Charges

Hirers will only be charged for the booking times. Additional time will be allowed by the manager for cleaning before and after each event.

SC5: Covid-19 Free

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** use the Test, Track and Trace system to alert others with whom they have been in contact. You can do temperature checks on arrival. You will take a register of attendees with a contact number. This must be kept confidentially for at least 3 weeks to help with the Test, Track and Trace system if required.

SC6: Ventilation

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.

SC7: Numbers

You will ensure that no more than 30 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. You will ensure preferably only 1 person uses each suite of toilets at one time, with a maximum of 2 at one time.

SC8: Social Distancing

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 room 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.

SC9: Use of room

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with a social distance of 2 m, rather than face to face. 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.

SC10: Rubbish

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.

SC11: Food and Drink

Users to bring their own drinks and food if possible. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. Food will be served at tables using gloves and face masks. To reduce the flow of people into kitchen, food will be served via the serving hatch.

SC12: Closure of Centre

We will have the right to close the centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the centre 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.

SC13: Possible Infection

In the event of someone becoming unwell with suspected Covid-19 symptoms whilst at the centre, you should separate them from the rest of the group, and send them home asap. Provide them with tissues, a plastic bag and a bowl of warm soapy water for handwashing. Ensure you have the contact detail sheet of all present, leave the building, use hand sanitiser and advise all to launder their clothes when they get home.

Inform the centre caretaker on: 07480 622 825

Inform the Chair of Trustees on: 01283 561066