

Special Conditions of Hire during COVID-19 for Stapleford Jubilee Pavilion Gog Magog Way, Stapleford

Note: These conditions are supplemental to, not a replacement for, the Pavilion's ordinary Terms & Conditions of hire.

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the latest government guidelines on COVID-19 while entering and occupying the Pavilion, in particular using the hand sanitizer supplied when entering the Pavilion and after using tissues. There should be hand sanitizer available at the Pavilion entrance and in the corridor outside the toilets, for use before entering and after leaving the toilets. Please notify the caretaker if there is no hand sanitizer available when you enter (call Kevin Diver on 07419 144433). Please note, at present the kitchen is out of use.

A copy of the Parish Council's Covid-19 Risk Assessment for the Jubilee Pavilion is attached and is also available on the Parish Council's website (<https://staplefordparishcouncil.gov.uk/>); you must undertake to comply with the actions in it. Regular bookers are required to provide their own Covid-19 Risk Assessment.

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 hand wash basins and taps. You will be required to clean again on leaving.

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 10 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 **MUST** record all attendees' names and contact details and keep them for 21 days after the event.

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.

You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. The maximum number may be less than this for some activities such as dance classes. You will be responsible for adhering to the appropriate guidance. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and that no more than one person uses the toilet at one time. Everyone in your group must adhere to the no entry/green circle system set up on the door to the toilet area: users to turn the card over to the no entry side when using the toilet and reinstate the green side when they leave such that only one person is in the toilets at one time.

You will take particular care to ensure that social distancing is maintained for any persons aged 70+ or is likely to be clinically more vulnerable to COVID-19 according to the latest government guidelines.

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2m across the table between people who are face to face e.g. by using a wide U-shape.

You will be responsible for the disposal of all rubbish created during your hire to the external bins.

You will encourage users to bring their own drinks, as the kitchen is currently out of use.

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

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Pavilion you should ask them to leave immediately. Ask others in your group to also leave immediately whilst maintaining social distancing. Inform the Assistant Clerk, Clerk, or other member of the Parish Council as soon as possible.

Other special points:

- Where appropriate, those attending should bring their own equipment and not share it with other members.
- You will ensure that any equipment you provide is cleaned before use and before being taken away or stored in the Pavilion's cupboards.
- Avoid using equipment that is difficult to clean.
- The fabric covered chairs in the Pavilion are not to be used.