



# BUNGAY TOWN COUNCIL

*The Riverside Centre, The Staithe NR35 1BF*

## Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, the centre's ordinary conditions of hire, and should be read in conjunction with the floor plan.**

SC1: 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 attached poster which is also displayed at the hall entrance, in particular 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 will be provided with a copy.

SC3: 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, using either the products supplied in the kitchen, 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: 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a Covid-19 test.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 18 people attend your activity/event in the Main Hall and 12 in the Small Hall, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 or two households and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, and that they observe the one-

way system within the premises. You will make sure that no more than one person uses each suite of toilets at a time.

SC7: 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, kitchen or other confined areas without others being present.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you will place them to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9: You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (at least one member of any group of up to 6 people or 2 households must provide details). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster. If food or drink is being served, then the contact details of everyone attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

SC11: Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it must be consumed while seated. Alcohol must only be served at tables, or as a takeaway service or, at a performance of a film, play or concert, to those with a ticket for consumption at their seat. If food and drink is served at tables you **MUST** ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

SC12: 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.

SC13: 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 in the vestibule as you enter the small meeting room. 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 hall cleaner on 01986 894236.

SC14: For events with more than 30 people (when allowed) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system and providing attendants or stewards who will ensure that people are seated in an orderly manner, and to oversee the entrance to the toilets.

SC15: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: Other special points as appropriate.

Where a sports, exercise or performing arts activity takes place: [You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity]

If members of your group bring and use their own equipment you must ask those attending to not share it with other members.

You should avoid using equipment, which is difficult to clean, as far as possible.

You must ensure that any equipment you provide is cleaned before use, and before being stored in the storeroom in the hall (by prior arrangement only).

SC 17: You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face

covering is not required when people are eating or drinking but they should be seated.



## **BUNGAY TOWN COUNCIL**

*The Riverside Centre, The Staithe NR35 1BF*

### **HELP KEEP THIS HALL COVID-19 SECURE**

1. You must not enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 48 hours of visiting these premises alert NHS Test and Trace. Alert the hall cleaner on [01986 894236] and alert the organiser of the activity you attended. You **MUST** get a COVID-19 antigen test.
3. Maintain 2 metres social distancing as far as possible: Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. Avoid touching your face, nose, or eyes. Clean your hands if you do.
6. Face coverings must be worn unless an exception applies for your activity
7. “Catch it, Bin it, Kill it”. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean.

We do our best to clean all surfaces at the hall between each hire.

9. Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.

10. Keep the hall well ventilated. Close doors and windows on leaving.

11. Wash your clothes when you get home to reduce risk of transmission.