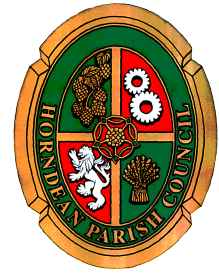


HORNDEAN PARISH COUNCIL



Addendum to Terms and Conditions

E-mail: contact@horndeanpc-hants.gov.uk

www.horndeanpc-hants.gov.uk

These conditions are supplemental to the existing Terms and Conditions

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 attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering and leaving the hall.
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
3. 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 – gloves/antiviral spray/paper towels are provided. You will be required to clean again on leaving. Take care when using electrical equipment. Use paper towel – do not spray.
4. You will ensure 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.
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 fully closed on leaving.
6. You will ensure that no more than 30 people (Napier/Jubilee Hall and 15 attendees in the Committee Room) 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, and as far as possible when using more confined spaces. You will ensure that no more than 2 people enter the toilet/wash basin area at one time.
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 keeping 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.
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. 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.

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 before you leave the hall.
10. You will encourage users to bring their own drinks and food or you will be responsible, if drinks/food are made, for ensuring that all crockery/cutlery is washed in hot soapy water, dried and stowed away. You will bring your own tea towels, so as to reduce risk of contamination between hirers and take them away. We will provide washing up liquid/cloths.
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 cleaning is required or if it is reported that the above Hire Conditions are not complied with, whether by you or by other hirers, or in the event that public building 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.
12. In the event of someone becoming unwell with suspected COVID-19 symptoms at the hall you should remove them to a safe area. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask other in your group to provide contact details if you do not have them, and 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 Parish Office/Caretaker 02392 597766.