

Alford Corn Exchange
9 Market Place
Alford
LN13 9EB

Special Conditions of Hire during COVID-19 – updated 18th October '20
(subject to review and change following updated Government guidelines).

Note: These conditions are supplemental to, not a replacement of, the Conditions and Regulations Governing the Hiring of the Alford Corn Exchange.

The Alford Corn Exchange Committee undertakes best endeavours to establish the premises as Covid Secure, but it is the responsibility of Hirers to ensure their activities within it are safe and do not compromise the safety of others who may follow.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Safety Guidelines while entering and occupying the hall, in particular the wearing of any face masks/coverings and any other PPE, using the hand sanitiser supplied when entering the hall and social distancing of 2metres (or 1 metre with robust risk mitigation are in place).

SC2:

You, the hirer, undertake to comply with the actions identified in the hall's Coronavirus (Covid-19) Control Risk Assessment, of which you have been provided with a copy.

SC3:

You, the hirer, are to provide a suitable Risk Assessment to manage the risk associated with your activity or event taking place at the Alford Corn Exchange and to be handed in with the Booking Form prior to the hire being agreed.

SC4:

You, the hirer, 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 with, and also alert yourself and the Manager on 07598964944. They **MUST** seek a COVID-19 antigen test. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

SC5:

NHS Track & Trace – Mandated in Law

You, the hirer, are responsible to collect contact details or checks in using the NHS QR code, from guests/participants/members/visitors, prior to entry to your activity or event, to support the NHS Track & Trace and to be kept for 21 days.

The following information should be collected by the hirer:-

- the name of the member or visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group (maximum of 6).
- a contact phone number for each member or visitor, or for the 'lead member' of a group of people.
- date of visit, arrival time and, where possible, departure time

No additional data should be collected for this purpose.

SC6:

You, the hirer, are required to only use essential items of furniture/equipment i.e. tables and chairs, and clean **before** using, **during** the hire and **after** before being stored away. Additional surfaces to be cleaned that members might use **before** they arrive, **during** the hire and **after** such as, door handles, light switches, toilet flush handles, counter tops, sinks etc, using either the products supplied or own disinfectant/anti bacterial products.

A record sheet to be signed before leaving confirming e.g. **"I have cleaned all furniture/equipment used before storing away and all other surfaces used in the rooms used during hire"**, with the time and date.

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

Upholstered chairs are reserved only for those who need them by reason of infirmity. If used, please put to one side, with a note so that we can store away for 72hrs.

SC8:

You, the hirer, will ensure that the maximum occupancy does not exceed your booking or activity, number to be agreed on when carrying out a Risk Assessment with the Manager of the Alford Corn Exchange, in that there will be adherence to current social distancing guidelines, limits on group sizes and restrictions on social interaction between groups, and it is this which will determine the number of attendees the hall can accommodate for a booking or activity.

SC9:

You, the hirer, will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises (if in place), and as far as possible when using more confined areas e.g. toilets facilities, moving and stowing equipment, which should be kept as brief as possible.

SC10:

You, the hirer, 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. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC11:

You, the hirer, will position furniture or arrange 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 2 metres across the table between people who are face to face. Only essential items of furniture/equipment to be used and cleaned **before** and **after** use.

SC12:

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

SC13:

You, the hirer, will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed using the dishwasher, dried and stowed away. Prior to putting clean crockery and cutlery away, hands must be sanitised. 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 disposable washing up cloths.

SC14:

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.

SC15:

You, the hirer, in the event of someone becoming unwell with suspected Covid-19 symptoms while at the venue, must refrain from moving them, they are to stay where they are, and everyone else at the event must leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. A **Covid-19 First Aid Box** is situated on the stage to be used in this situation and contains the relevant PPE items. The person feeling unwell, if able, is advised to go home and self-isolate or call NHS 111 for advice. A call must also be made to the hall Manager on tel no: 07598964944, when convenient.

SC16:

Live or recorded indoors performances e.g. drama, music and comedy are permitted, as of 15th August, the government are now at Stage Four of the roadmap. This means that socially distanced indoor performances can take place in line with all other government guidelines with a limited seated audience permitted. **NO DANCING.**

You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and control numbers accessing toilets at any given time with attention to more vulnerable users.

SC17:

You, the hirer, 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 may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission - particularly from aerosol and droplet transmission.

SC18:

Where members/a group uses their own equipment/furniture:

You, the hirer, will advise those attending that bring their own equipment/furniture not share it with other members and that it is disinfected **before** bringing it into the venue to use.

SC19:

You, the hirer, 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.

SC20:

You, the hirer, are responsible should anyone wishing to enter the Corn Exchange, that is not a member of your group/activity, to find out who they are and assist them in any way possible. If you allow them to stay, you, the hirer, will be responsible for ensuring they comply with the COVID-19 Safety Guidelines.