

Townley Memorial Hall
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: 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 Fulbourn Centre and the hired room

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: You will be responsible for cleaning door handles, light switches, window catches, and equipment at the end of your period of hire using the products supplied (which will be in a clearly accessible location).

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 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.

SC5: 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.

SC6: You will ensure that the number of people do not exceed the Covid related capacity of the room that you have booked, in order that social distancing can be maintained. The numbers are appended at section 13. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at any one 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 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.

SC8: 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 2 metres across the table between people who are face.

SC9: 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: 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.

SC12: In the unlikely 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 The Green Room. A “Covid first-aid box” and instructions will be there with protective equipment. 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, Advise them to launder their clothes when they arrive home. Inform either:

Sue Davies fulbourncentrebookings@gmail.com | 07740 484504 or,

Tim Vaughan-Lane tim.vaughan-lane@hotmail.co.uk | 07963 502655

SC13: Fulbourn Centre Capacity during Coronavirus pandemic:

Townley Memorial Hall		
	Standing	Seated
2 metre distance	34	46
1 metre distance	134	87

Meeting Room		
	Standing	Seated
2 metre distance	16	22
1 metre distance	65	42

Sports Hall	
2 metre distance	82