



Covid 19 Additional Hirer Terms and Conditions

These terms and conditions have been developed from guidance published on www.gov.uk on the safe operation of community/leisure facilities and the performing arts. We have also taken advice from Brighton and Hove City Council.

Although the Hall is now open to the public, there are restrictions on the activities that can take place. Activities that are NOT currently permissible include those that produce high levels of aerosols such as singing, playing wind or brass instruments, or any activity where there are raised voices or shouting. Indoor audiences are currently not permitted and rehearsals of the performing arts are limited to professionals only.

To enable you to use the Hall safely:

- Individuals should adhere to a 2m safe distance guideline
- Maximum numbers allowed in each area of the Hall are revised to:
 - Main space – 20 people or reduced to 12 for sports/activities of a higher intensity
 - Community Room – 5 people
 - Kitchen – 3 people (face coverings to be worn)
 - Toilets – 1 person (or 1 plus carer)
- Additionally, for children's activities:
 - Maximum of 15 children per group
 - One parent/carers per child will be allowed as a spectator. An area of the Hall will need to be set up for social distancing and the maximum of 20 children/adults adhered to.
 - Adult to adult contact must be minimised (including when dropping off and collecting children)
 - Strict adherence to handwashing/disinfecting equipment /contact points
- Hand sanitiser pumps, safe distancing/Government guidance signage will be available throughout the Hall
- Kitchen facilities will be closed unless you have specifically hired it
- Time slots will be adjusted to give a minimum 30 min break between different hirers
- Cleaning will be increased. However, as much of this will need to be done by volunteers, we need your help to maintain as clean an environment as possible by cleaning frequently touched points when you arrive and leave
- You must attend a briefing on how to use the Hall safely before you restart your activity.

In these new circumstances, we ask you to adhere to these additional terms of use:

- Adhere to the maximum numbers allowed in the building
- Maintain a register of all attendees and keep the information for 28 days, taking care to keep people's information safe. Names, contact numbers, date and time of attendance must be recorded so that people can be traced.



- Wipe frequently touched surfaces before use and after:
 - Door handles and door panels
 - Tables
 - Chairs
- Open the windows to improve ventilation (but do not wedge open fire doors) and close when you leave
- Equipment must not be shared in such a way that different people are touching the same item
- Follow the 2m safe distancing guideline. Because of the wide range of activities taking place in the Hall it will be the hirer's responsibility to advise their group on this.
- Face coverings are mandatory except for children under the age of 11 and for some health and equality reasons listed [here](#).
- Payment by cash must be avoided
- Music must be played at a volume that allows conversation
- Hirers must brief their group to:
 - not attend if they feel unwell
 - not enter the building before the group facilitator
 - take care to social distance when queuing
 - leave promptly to avoid bottlenecks
 - wash hands on arrival and when leaving and use sanitiser after using the toilet
 - maintain a safe distance at all times, taking care when using the corridor and toilets
 - bring own water, if required
 - notify you immediately if they are taken ill with coronavirus symptoms or receive a positive COVID-19 test (at any point up to 14 days after attending the activity)
- If you are made aware of any illness after a class at the Hall you must advise the Manager manager@exeterstreethall.org as soon as possible



Risk Assessment

It is the hirer's responsibility to assess the risk for their own group. Please complete the following.

Please enter details of how you will:	To be achieved by:
<ul style="list-style-type: none">• Support Track and Trace	
<ul style="list-style-type: none">• Manage numbers attending	
<ul style="list-style-type: none">• Support safe distancing	
<ul style="list-style-type: none">• Ensure good hygiene practices	
<ul style="list-style-type: none">• Ensure cleanliness of the Hall and equipment	

Hirer Confirmation

Exeter Street Community Hall Ltd has the right to terminate your hire agreement if you do not adhere to the Covid 19 Additional Hirer Terms and Conditions.

I will adhere to these additional conditions and confirm that I have completed a Covid 19 briefing in the Hall.

Name:	Signature:	Date:
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