

Saxmundham Market Hall COVID-19 Special Conditions of Hire

Note: These conditions are supplemental to, not a replacement for, the Market Hall's ordinary Conditions of Hire.

COVID-19 may be transmitted:

- When we breath in virus particles when we are close to someone who carries the virus.
- When we touch infected surfaces and then touch our faces.

We know that the risks of transmission are greater when people are indoors, and there are certain activities that the government will not yet allow in Community Halls. These additional Conditions of Hire are aimed at mitigating the risks of transmission. We have drawn these up following Government Guidelines for Community Halls. If other Government Guidelines affect your group or activity it is your responsibility to ensure these are followed.

At the moment, because of Government Advice and our own risk assessment, the following activities are not permitted or limited in the Hall:

- **Sport or exercise including fitness classes, are limited within the Hall. Hirers must observe strict social distancing and comply with government guidance on sports and leisure facilities or guidance for holiday or after-school clubs and other out-of-school settings for children as appropriate.**
- **Indoor performances including singing are not permitted.**
- **Music must not be played above a volume that people can over without shouting.**
- **Use of the kitchen is limited to washing up as it is being used by our Good Neighbour Scheme. Anyone serving food must observe the appropriate government guidance and/or encourage people to bring their own.**
- **Gatherings of more than 30 people cannot meet safely in the Hall and are not permitted. The limit for Weddings is now 15.**
- **People using the Hall must now wear masks unless they are doing sports/fitness and are at least 2 meters away from each other.**
- **Attendees may not arrive in groups/bubbles of more than 6 people.**
- **Hirers must record contact details of all attendees as wells as the date and time of their hiring.**
- **Hirers running yoga, dance, exercise classes etc must check for any additional guidance from their governing body, which may now stipulate a three-meter rule.**

We also understand that social isolation and loneliness are big risks to the health and wellbeing of our community, and we value the work you do to bring our community together.

We hope you will respect this agreement and work with us to keep everyone safe.

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1. You undertake to comply with the actions identified in the Hall's risk assessment, a copy of which is available, and in particular to:
 - Observe the upper limit of 30 people (15 for Weddings) in the Hall at any one time.
 - Ensure that everyone likely to attend your activity 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 they must let you know if they develop symptoms within 10 days of attending your activity.
 - Supervise people entering and leaving the Hall and ensure that the double doors are open when people enter and leave so that they may observe social distancing.
 - Encourage social distancing and use of hand sanitizers and make every one aware of COVID Safety measures.
 - Ensure that only one person at a time uses the men's or women's WCs.
 - Ensure that the kitchen is only used for washing up and encourage people to bring in their own food or drink rather than serve it yourselves if possible. All crockery and cutlery must be washed in hot soapy water, dried, and put away. You must bring your own tea towel and take it away after use.
 - Ensure that you have assessed whether any additional measures are necessary to keep your group safe and that these are in place. In particular, if you are planning a sports or exercise activity you must organise this in accordance with guidance issued by the relevant governing body.

2. The Hall is cleaned on a daily basis, but this may not take place immediately before your hire period. This means that you will be responsible for cleaning all regularly used surfaces at the start and during your period of hire (including tables, taps, WC flush handles, and door handles) using either the products supplied or your own ordinary domestic products. Please do not use sprays on electrics, and do not clean light switches. We suggest you sanitize your hands after using light switches.

3. You are advised to 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.

4. Please 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

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rooms and ensuring they can access the toilets, or other confined areas without others being present.

5. Please position furniture or the arrangement of the room to facilitate social distancing of 2m between individual people or self-isolating groups. If possible seat people side by side, with at least one empty chair between each person or household group, rather than face to face.
6. Please keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. NHS QR code posters are displayed throughout the Market Hall so there is now an option for attendees to scan these instead of leaving their contact details with you. They must, however, do one or the other.
7. As per our normal Terms and Conditions of Hire, you are responsible for the disposal of all rubbish created during your hire, including tissues, and cleaning cloths, taking all rubbish away with you when you leave the Hall.
8. 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.
9. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Hall you should ask them to go home and contact health services for advice. 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. Inform the Assistant Town Clerk on 01728 604595, assistanttownclerk@saxmundham-tc.gov.uk.

Once again, we greatly appreciate your work, and deeply regret the circumstances that necessitate these limitations on the activities permitted in the Hall.

If you wish to go ahead with your booking, please sign and date the following statement and return this document with your normal booking form/hiring agreement.



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COVID-19 Special Conditions of Hire – additional agreement

Please note all contracts in respect of the Market Hall are subject to the COVID-19 Special Conditions of Hire as well as our normal Terms and Conditions of Hire. Please read before you sign. The person signing must be aged 21 years or over and will be held responsible for ensuring the Terms and Conditions of Hire are adhered to.

I confirm that I have read, understood, and will adhere to the COVID-19 Special Conditions of Hire.

Signed Date