

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. These additional Conditions of Hire are aimed at mitigating the risks of transmission and encouraging people to carry on keeping safe. 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.

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.

Please would you

- 1.** Encourage those attending your event to: -
 - Scan the QR poster when they enter the Hall and/or allow you to keep their contact details in case anyone becomes ill during or after the event.
 - Remember HANDS, FACE, SPACE, and
 - Maintain a 2-meter distance from people who are not in their group.
 - Wear a mask until they are in a position where they or their group are 2 metres away from everyone else, and
 - Use the hand sanitizers.
- 2.** Let everyone know that they may not use the Hall if they are feeling unwell or have been advised to self-isolate.
- 3.** Weather permitting, keep the premises well ventilated throughout your hire, with doors open as far as convenient.
- 4.** Position furniture or the arrangement of the room to facilitate social distancing of 2m between individuals or groups.

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7. Take all rubbish away with you when you leave the Hall, including tissues, and cleaning cloths.
8. Note that the Hall is cleaned thoroughly on a weekly 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 at the end of your period of hire using either the products supplied or your own ordinary domestic products.
9. Ask anyone who becomes unwell during your event with suspected COVID-19 symptoms to go home and contact health services for advice. You must also inform the Assistant Town Clerk on 01728 604595, assistanttownclerk@saxmundham-tc.gov.uk . You may be asked to provide contact details of those attending.

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.

Once again, we greatly appreciate your work, and deeply regret the circumstances that necessitate these limitations.

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.

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**