

CLIFFE HALL, LEWES

Special conditions of Hire during COVID-19

Please note: these conditions are supplement to and not a replacement for the hall's main conditions of hire.

Cliffe Feoffees, the charity which owns the hall, undertakes to:

- Clean the hall each day the hall is hired out which will include the floors, toilet(s), kitchen area, work surfaces, door handles, window catches, light switches and the 3 tables which are usually placed in the hall (not those in the table room)
- Provide cleaning solution and cloths for hirers to use
- Provide hand sanitisers
- Provide a bin for tissues & plastic bin/rubbish bags
- To carry out a regular risk assessment

PLEASE NOTE: cleaning cannot take place between hirings

You, the hirer, will be responsible for the following:-

1. For ensuring those attending your activity will comply with the COVID-19 Secure Posters displayed in the hall, while entering and occupying the hall in particular to the use of hand sanitisers, using tissues, social distancing and cleaning.
2. For ensuring a risk assessment has been carried out by your group organiser before your meeting/activity.
3. For cleaning door handles, light switches, window catches, tables, chairs, all equipment, toilet handles and seats, wash basins, kitchen areas and all surfaces likely to be used during your period of hire before members of your group arrive and to keep the premises clean through regular cleaning of surfaces during your hire and when leaving the premises using the products provided by the hall management or your own if preferred (Ordinary domestic products). **PLEASE TAKE CARE WHEN CLEANING ELECTRICAL SWITCHES OR ELECTRICAL EQUIPMENT – USE A CLOTH NOT A SPRAY**

PLEASE NOTE: NO WIPES MUST BE FLUSHED DOWN THE TOILET – this could block the toilet and also causes environmental issues

4. For ensuring all members who attend that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days.
5. For ensuring all members leave contact details with the group organiser in case any member develops Covid-19 symptoms and that if they develop symptom within 7 days of visiting the premises they **MUST** inform you the hirer to use the Test, Track and Trace system to alert others with whom they have been in contact. The hirer must also inform the hall manager.
6. Keeping the premises well ventilated throughout your hire with windows and doors open. You will be responsible for ensuring the windows and doors are securely closed on leaving.
7. For ensure that no more than 18 people attend your meeting in order to comply with social distancing (2m apart). You will have to operate your own system to ensure that all members maintain social distancing while on the premises especially (i) waiting to enter the building (ii) to maintain social distancing while queuing to use the toilet (only the disabled toilet in use), (iii) accessing the table room and (iv) only one person in the kitchen at one time.

Ensuring people over 70 or vulnerable people are given special consideration regarding social distancing avoiding close contact at all times.

8. For ensuring people sit side by side rather than opposite each other. People can face each other across a table provided there is a distance of 2m between them.
9. For the safe disposal of all rubbish created during your hire including tissues, cleaning cloths and that the **sealed** rubbish bags are disposed of in the dustbins by the church.
10. For ensuring your members bring their own drinks and mug/glass. No crockery, cutlery, etc will be provided.
11. For ensuring all members comply with the latest government guidelines regarding face covering and any other advice.
12. PLEASE NOTE: The hall managements reserve the right to close the hall if there are safety concerns relating to COVID-19, EG IF SOMEONE WHO HAS ATTENDED THE HALL DEVELOPS SYMPTOM AND A 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.
13. IN THE EVENT of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the isolation area (stage). (Tissues, a plastic bag and a bowl - for you to provide warm water for handwashing – will be provided). Please ask other group members to ensure they have left their contact details (for test, track & trace) before leaving the premises and then asked to leave the premises, observing the usual hand sanitising and social distancing precautions. Advise them to launder their clothes and self-isolate when they arrive home. Arrange for the unwell member to return home/hospital and to self-isolate and advise the hall manager on cliffehallewes@yahoo.co.uk of the situation.
14. TRAVEL – we are reminded that car-sharing should be avoided in line with government advice.