

Addendum to the Aldenham War Memorial Hall (AWMH) Conditions of Hire

A Risk-Based Approach to the Management of Social Distancing at Community Facilities and Activities Has Been Employed

The following takes a risk-based approach to a complex situation. The following conditions of hire have been developed from the current government guidelines. AWMH reserves the right to change these conditions and to cancel bookings if the government advice changes – with very limited notice.

Every effort has been made to try to ensure the Hall is a safe space to rent, however, the hirer needs to take responsibility for their customers / guests – particularly those classed as vulnerable.

This addendum to the Conditions of Hire cannot cover every situation and is intended only as a guide.

- Capacity in the Hall is set at 25 people for a 'static' event. These are events where the users are mostly in one place, such as people seated in small groups or an exercise class on a mat. For example, a seated activity might people in groups of 6, or a meeting should consider seating people in a wide U-shape or all facing the same way at at least two seat apart. Layout of the event is the responsibility of the hirer.
- The hirer takes responsibility for layout of the event in the Hall to ensure social distancing recommendation are complied with.
- The hirer takes responsibility for ensuring the risk assessment document is shared as necessary with all customers / guests and any relevant sections complied with. A copy of the risk assessment document is attached with this addendum to the Conditions of Hire. A copy is also available on the notice board in the Hall.
- The hirer takes responsibility for considering the safety of anyone attending their event who is from a vulnerable group. They should consider whether arrangements be made to ensure social distancing **throughout** their use of the premises, including when using toilets.
- Hirers take responsibility for ensuring they are happy with the cleanliness of the facilities before their event commences. The Hall Committee has undertaken to clean the premises before each hire and a record will be available of the last date and time of the clean. Hirers are requested to clean surface at the end of their event.
- The hirer agrees to keep a register of all attendees and their contact details for at least 14 days following the event. If any of their customers / guests become unwell with suspected COVID symptoms during this time, the hirer undertakes to inform the government Track and Trace and the Hall Booking Secretary (aldenhamwarmemorialhall@gmail.com). This will enable other groups to be informed and a deep clean of the Hall.
- A one-way entrance and exit system has been introduced at the Hall to help eliminate 'pinch points' – areas where social distancing is a challenge. Please ensure customers / guests arrive using the main entrance and depart by the left side fire exit door.
- The hirer will encourage their customers / guests to wash their hands or use the provided hand sanitiser when they enter.

- The hirer takes responsibility for guiding their customers / guests on the appropriate use of masks during the event.
- The hirer acknowledges that the curtains at the windows and on the stage area should not be touched – they need to remain closed – as a precaution against spreading the virus.
- The kitchen and storage areas are not available in the hirer agreement – unless the kitchen is needed as an isolation room – see later. The hirer should consider whether they need to advise customers / guests to bring their own drinks.
- If anyone becomes ill during the event, the hirer should isolate the individual in the kitchen area, which is acting as an isolation room. The person who is sick can then leave via the kitchen fire exit door when priority arrangements have been made for them to leave.
- The hirer undertakes to adhere to any specific advice issued by the government or professional associations relating to their activities.

Please acknowledge that you have read and accept the above addendum to the Booking Conditions.

Signed by Hirer: _____

Name: _____

Date: _____