

# KING EDWARD HALL, LINDFIELD

## Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

**SC1:** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

**SC2:** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

**SC3:** You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. **You will be required to clean again on leaving.**

Please take care cleaning electrical equipment. Use cloths - do not spray!

**SC4:** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

**SC5:** You will 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.

**SC6:** The hirer is advised that the maximum permitted number of people is as follows:

Newcombe Hall: 100 seated in rows, 67 around tables

Jubilee room: 40 seated in rows, 33 around tables

Old Library: 20 in rows

Main kitchen: 5 people (wearing a face covering)

Jubilee kitchen: 3 people (wearing a face covering)

Toilets: 3 people (wearing a face covering)

These numbers take into consideration current Government guidance. The nature of the hire may restrict this further and in that case the hirer will be provided with the maximum permitted numbers for their event. The maximum permitted numbers **MUST NOT** be exceeded.

**SC7:** You will ensure that the number of people attending your activity/event does not exceed the numbers shown above, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

**SC8:** You will 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 rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC9:** Our steward will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, our steward will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U shape.

**SC10:** You are asked to 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.

**SC11:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.

**SC12:** You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

**SC13:** 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.

**SC14:** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area. These are located outside the premises – turn left out of the Halls’ main entrance, left again into the small alleyway between the restaurant and the Hall parking bay and turn left at the second gateway into the covered area beside the entrance to the Lindfield Club. Should you be hiring the Jubilee room, exit the fire door into the outside area at the back of the premises, exit the gate on the right hand side and turn right toward the entrance of the Lindfield Club. Enter the gateway to the left of the Lindfield Club entrance.

Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. 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, and advise them to launder their clothes when they arrive home. Inform the Hall Steward whose contact details are on display on the wall near the public telephone in the main entrance hall.

**SC15:** For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

**SC16:** For live performances e.g. drama, music, in order to avoid the risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume, which makes normal conversation difficult.

**SC17:** Where a group wishes to use their own equipment you will not share it with other members. Avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored away.

**SC18:** Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

**SC19:** A supplementary charge of £5.00 will be paid by private party hirers to help contribute towards the increased cost of sanitisation.