



Kingston Community Pavilion

Special Conditions of Hire during Winter 2021 (COVID-19)

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

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with COVID-19 Secure advice while entering and occupying the Pavilion, as shown on the poster displayed at the entrance, in particular wearing face masks, using the hand sanitiser supplied when entering the Pavilion and after using tissues.

SC2: You undertake to comply with the actions identified in the Pavilion's risk assessment, of which you will be provided with a copy.

SC3: You will be responsible for cleaning surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive, to keep regularly used surfaces clean during your hire, and to clean them again on leaving. Please pay 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. 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a COVID-19 test and inform a member of the Pavilion committee if the result is positive [contact details below]. This information will only be used to advise other attendees at the event that there has been a risk of infection. No details of the person or persons reporting/involved with the suspected infection will be made public

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow in fresh air. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 35 people (standing) / 25 people (seated) attend your activity/event, in order that social distancing can be maintained. You will encourage people to avoid close contact with those they do not regularly see as far as possible, and observe measures such as wearing face coverings in the Pavilion unless;

- (i) the main activity involves eating, drinking, exercising, dancing or singing. In any case, we request you wear a mask whilst entering, leaving or moving around inside the Pavilion, or
- (ii) you are exempt from wearing face-masks.

SC7: You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not know, ensuring they can access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity.

The Hirer/Organiser shall remain wholly responsible for ensuring the safety of attendees in respect of Covid-19 requirements and paying particular attention to the elderly and clinically vulnerable. This may include provision of sensible social distancing rules and the wearing of face masks.

SC8: You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings, good ventilation. If tables are being used for a meeting a wide U-shape is advisable.

SC9: You are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or at least one member of any group of up to 6 people or 2 households who attend together). This can be done by asking everyone who attends to use the NHS QR poster at the Pavilion entrance to register their attendance using their smartphone app and the Pavilion's NHS QR poster.
You must keep a written record of any who do not use the app to register. A record book will be provided

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, before you leave the Pavilion by taking these away with you when you leave.

SC11: We will have the right to close the Pavilion 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.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Pavilion you should ask them to return to their home IMMEDIATELY. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 precautions, and advise them to launder their clothes when they arrive home. Inform a Pavilion Committee member [contact details below].

SC13: Other special points as appropriate e.g. for events with seated groups adopt safe practices such as asking people closest to the exits to exit first and not to wait in the corridor when needing to go to the toilet. You will ensure that any equipment you provide is cleaned before use and before being stored in the Pavilion's cupboards.
Where specific "organised" activities take place you will organise your activity in accordance with guidance issued by the relevant governing body for your activity e.g. Bridge.

SC 14: You will encourage all those attending your activity to wear a face covering in the Pavilion for the safety of others.

Contact Details of Committee Members.

Only one person needs to be contacted – you don't need to contact all three

1. Terry Krejzl 07976 914109
2. Fiona Harrison 07909 093109
3. Jerry Sinclair 07966 320310