



## COVID-19 Conditions of Hire

*Note: These conditions are in addition to the Percy Centre'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 Centre. Everyone must use the provided hand sanitiser when entering the Centre. See also the attached poster, which is displayed at the Centre entrance.

### **SC2:**

You undertake to comply with the actions identified in the Centre'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 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** follow current government guidance in place for Track and Trace.

**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:**

You will ensure that no more than the agreed number attend your activity/event, 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 observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

**SC7:**

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.

**SC8:**

You 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, you 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.

**SC9:**

You MUST keep a record of the date and time your activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to six people who attend together). Everyone who attends should use their smartphone with the NHS QR Code at the Centre's entrance to record their arrival; details of any who do not register in this way must be recorded separately.

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the allocated bins before you leave the Centre.

**SC11:**

You will encourage users to bring their own drinks and food but if using Centre equipment (by prior agreement) you will be responsible for ensuring that all crockery and cutlery is placed in the dishwasher..

**SC12:**

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.

**SC13:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Centre you should inform Percy staff immediately who will direct you to the Isolation Area. 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 and social distancing precautions, and advise them to launder their clothes when they arrive home.

**SC14:** 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.

**SC15:** Live performance and rehearsals are subject to current government guidance. To avoid aerosol 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.

**SC16:**

When necessary you will ask those attending to bring their own equipment and not share it with other members. You will, as far as possible, avoid using equipment which is difficult to clean. You will ensure that any equipment you provide is cleaned before use.

**SC17:**

Any further requirements must be agreed in writing in advance of the booking and stated below:

**Signed:**

**Date:**



## HELP KEEP THE PERCY CENTRE COVID-19 SECURE

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**
2. If you develop COVID-19 symptoms **within seven days** of visiting these premises alert **Test, Track and Trace**. You should also alert the organiser of the activity you attended.
3. Maintain **two metres social distancing** as far as possible. Wait behind any markings or barriers as you go through the entrance foyer to your activity and observe any one-way system marked.
4. **Use the hand sanitiser provided on entering the premises.** Clean your hands often, **preferably using soap and water**, or hand sanitizer if the room being used does not have access to water.
5. Avoid touching your face, nose, or eyes. Clean your hands if you do.
6. **“Catch it, Bin it, Kill it.”** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. Check the organisers of your activity have cleaned door handles, tables, sinks, other equipment and surfaces before you arrived. Keep them clean. We will do our best to clean all surfaces of your space between each hire.
8. Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
9. **Keep the room well ventilated.** Close doors and windows on leaving.

10.To reduce risk of transmission wash your clothes when you get home.