

Fairburn Memorial Hall

Covid-19 booking terms and conditions for hall hire

Updated on 30 August 2021 – version 5

The conditions are subject to change. A risk based approach will be taken, with the safety of individuals and the local community a priority.

To keep individuals and our community safe, it is essential that these terms and conditions are followed. Please help us to keep our community as safe as possible by following these terms and conditions.

Each booking is subject to the Covid-19 protection levels remaining the same as when the booking was accepted. **Bookers must check near the time of use to confirm the arrangements remain unchanged.**

- Before booking the hall, you must carry out and submit to us your own COVID-19 risk assessment relevant for your own activity, including the use of any equipment, using the latest hall risk assessment and relevant guidelines. The booking clerk will need a copy to check it is compliant with the hall's risk assessment **before** your booking can be accepted.
- We can accept multiple bookings on the same day and at the same time, if both parties are content, and the capacity limit isn't reached when combined.
- The person making the booking is the main contact for Track and Trace purposes. This means that you must have a list and contact details of everyone attending the hall during your booking. If a case of COVID-19 occurs, you may be asked for this list.
- Face coverings are currently still required when entering the hall, moving around and in the toilets/kitchen.
- We encourage all hall users to observe a 1m social distance. As a guide the capacities of the rooms are as follows:
 - around 30 people in the main hall other than for life events which follows different guidance (see below)
 - up to 2 people allowed in the kitchen at once Opening the windows whilst in there is encouraged to allow ventilation (kitchen usage will be discussed on a case by case basis)
 - up to 2 people allowed in the toilets at once. Please wait a safe distance for the toilet to be vacated.
 - life events and large gatherings, assessed on a case by case basis.
Current guide to capacity is around 70 people
- Do not enter the storeroom or any other room in the hall unless completely necessary and unless you have specifically booked use of additional rooms. If you enter the storeroom, no more than 2 people allowed in this area at any one time.
- No access to the office unless specifically agreed.
- It is your responsibility to wipe down surfaces used before and after using the anti-bacterial sprays provided. Please factor time required for this into the setting up for your event/activity.

We ask that you make known to those using the hall the instructions for safe use, following the information signage in the hall.

- Please do not enter the hall if you or any member of your group is showing any symptoms on COVID-19, please see <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> for symptoms.
 - Wear a face mask/covering whilst moving in the hall (unless permitted not to do so)
 - Keep to a 1m social distance as much as possible
 - Follow government advice to [stay safe you should](#)
 - Follow F A C T S
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- To use of kitchen equipment and crockery please discuss your needs with the booking clerk. Where possible we encourage you to arrange to bring your food pre-prepared and minimise use.
 - Do use the antibacterial sprays provided throughout the hall to wipe all touched surfaces after use, including door handles, kettles, fridges, surfaces etc.
 - Unless use is within your booking, please do not enter the committee room unless you have developed Covid-19 symptoms
 - Do not use any communal equipment (e.g. piano, gym equipment etc)
 - You must identify how many chairs and tables you wish to use. You must wipe down before and after use with antibacterial spray any tables and chairs that you use. Please do not use equipment owned/used by other groups (e.g. badminton, bowls, school equipment etc). Use of equipment must be part of your own risk assessment for the use of your own equipment by your group.
 - If one of your group falls ill with COVID-19 symptoms, the patient must go straight to the committee room and use the PPE in the plastic box. The patient should remain seated in the committee room until they can be escorted safely from the premises. Please also notify marybankhall@gmail.co.uk as the next booking will need to be cancelled and the hall deep cleaned.

We really appreciate your help to keep everyone safe. If you have any queries please do not hesitate to contact us.

As a group of volunteers we endeavour to respond as quickly as we can and thank you for your patience during these challenging times.

Thank you very much and stay safe.

Fairburn Memorial Hall Management Committee 30.8.21