

Hire of the Thomas Hughes Memorial Hall while COVID-19 restrictions are in force.

When making a hall booking, you will have signed the booking form to confirm you accept the THMH conditions of hire. The following notes support the standard conditions of hire and explain what is expected from you as the hirer and those you allow to use the hall during your hire. This is in order to meet the Government requirements to stay safe and prevent the spread of the virus.

- You must ensure all adults wear a mask while in the hall.
- All adults must maintain distancing of 2 metres from each other unless they are in an established bubble.
- It is essential the hall is ventilated during your hire. Windows should be open and if possible, doors as well. The heating system in the small hall is not available at present as it does not draw in fresh air.
- All adults with smart phones and the NHS test & trace App must register their presence in the building, using the QR code displayed in the lobby.
- In addition, as the hirer, you must hold a list of those present and their contact details for 21 days, in case required for track & trace.
- The parts of the building used during your hire will be sanitised by a hall cleaner after your hire and before a subsequent hire.
- You must not rely on the sanitizing carried out by the hall cleaner and you should wipe down surfaces that your group may come into contact with. You are allowed 30 minutes before and 30 minutes after your hire to carry this out. You are not charged for this extra time, nor for the sanitizing carried out by the hall cleaner.
- Fabrics can trap the virus and unlike smooth surfaces, cannot be sanitized with a wipe. Therefore, **do not** handle curtains and do not use the upholstered chairs unless prior arrangement has been made with your booking, in order that these chairs can then be isolated for a period of 3 days. A number of plastic chairs are available and can be sanitized by wiping with anti-bacterial fluid.
- The Ladies, Gents and Disabled toilets can be used but only one person may enter each room at a time. They must use the reversible sign on the door to show when the room is in use and when it is vacant.
- Hand sanitiser is available in automatic dispensers in the lobby and main hall and dispenser bottles are also provided as back-up. Everyone should sanitize their hands on entering and leaving the building.
- We ask you, the hirer, to take these precautions seriously and ensure those who you allow to use the building also take them seriously. It is clear that the peaks and lock-downs we have experienced since March 2020 are a result of lack of understanding and lack of willingness by some members of the public to follow the Government restrictions. Please ensure you as hirer and those in your group who use the hall do not help contribute to the next infection peak.

Thomas Hughes Memorial Hall Management Committee

12th April 2021