

Hire of the Thomas Hughes Memorial Hall – current Covid-19 Supplement as of 1st October

When making a hall booking, you have confirmed you accept the THMH conditions of hire. In particular, you are reminded that the Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured. Tables and chairs must be stacked on their carriers and returned to their designated locations (see wall notices). Any contents temporarily removed from their usual positions properly replaced. On completion of a function, the floors should be swept and any spillages mopped up.

In relation to current Covid-19 restrictions -

- You must ensure all adults follow Government covid guidance at the time of your hire. Wearing a mask and maintaining social distancing while in the hall is not mandatory but is strongly advised where possible.
- It is important a hall is ventilated during use. Windows should be open and if possible, doors as well. The Vent-Axia fan in the small hall MUST be used with the heating system.
- Do not use the kitchen without prior agreement. The windows should be open, the hob extractor switched on and the serving hatch open to maximise ventilation.
- Access to ground floor and upstairs storage areas must be limited to one or two people and surfaces wiped after handling.
- All adults with smart phones and the NHS test & trace App are asked to 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, as required for track & trace. Any case of possible covid infection must be reported to a member of the hall management committee as soon as identified.
- The Thomas Hughes Memorial Hall will be cleaned and sanitised regularly by a hall cleaner but you should not rely on this and you must 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.
- 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 in the store room off the lobby, which can be sanitized by wiping with anti-bacterial fluid.

- The stage and the audio-visual system are not to be used without prior agreement as these require isolation after use.
- Use of the disabled, ladies and gents toilets should be limited to one person in each room at a time.
- Hand sanitiser is available in the lobby, halls and kitchen. Everyone should sanitize their hands on entering and leaving the building. Those preparing food should also wash their hands regularly.
- We ask you, the hirer, to take these precautions seriously and ensure those who you allow to use the building also take them seriously. While the Government has made the majority of rules and regulations concerning Covid-19 advisory rather than mandatory since July 19th 2021, it is important we keep the building safe and free of the virus for users. The vaccination campaign has reduced the risk of being seriously ill or dying from infection with covid but it has not eliminated the virus and its variants.

Thomas Hughes Memorial Hall Management Committee

1st October 2021