

## **BOOKING AGREEMENT ADDENDUM**

*Applicable during Covid-19 Pandemic. (September 2020)*

### **1. Operational changes**

The Main Hall is the only room available for hire until further notice.

Successive bookings by any group on the same day will be scheduled with a 15 minute 'dead time' between bookings when no one will be using the Youth & Community Hall. This is to ensure different hire groups are not on the premises at the same time.

The first 15 minutes and last 15 minutes of each Period of Hire will be free of charge to allow for cleaning of any equipment used. This may mean the new duration of the hire period will need to be longer than the pre COVID-19 hire period was for the equivalent activity.

### **2. Responsibility of the Hirer**

All hirers must have a Risk Assessment in place, consistent with the current Government Guidelines during Covid-19 and consistent with the Youth & Community Hall Risk Assessment. A copy of this Risk Assessment should be sent to the Youth & Community Hall Administrator, for filing only, before a booking slot can be confirmed.

The Hirer shall be responsible during the Period of Hire for:

- keeping a comprehensive record of those attending every Period of Hire and their contact details (a phone number), in case the NHS Test and Trace system requests it e.g. following a positive test by someone who had been on the premises
- ensuring the total number of people attending is within the limits specified and that risk mitigation measures are in place where 2m distancing is not possible.
- being familiar with and complying with the Government limits on gatherings as applicable to their group, which may limit numbers below the maximum currently allowed in the Youth & Community Hall – different guidelines apply to different types of activity
- ensuring face coverings are worn in line with the current Government guidance at the time. Note that guidance may change. The Youth & Community Hall does not provide face coverings, these must be supplied by those attending
- ensuring each toilet room is used by just one person / household / bubble at a time
- ensuring the Kitchen is not used (the taps in the toilets may be used for obtaining drinking water, (please bring your own container)

- ensuring that all touch points (e.g. door handles) and equipment (e.g chairs and tables) used during a session are cleaned before and after use. This also applies to all toilet room surfaces if the toilets and wash-hand basins are used
- ensuring that the Youth & Community Hall is empty at the end of the Period of Hire

*Revised Sept 2020*