**NEUADD GOFFA ROWEN MEMORIAL HALL**

**Special Conditions of Hire During COVID-19**

**Updated 5 Oct 2021**

Government regulations and guidance are subject to change so these conditions relate to the situation at the time they are issued. We will endeavor to keep the conditions current but rely on all users to comply with any changes which happen.

**1:** You, the hirer, undertake to comply with the actions identified in the hall’s risk assessment.

**2:** You will make sure that everyone likely to attend your activity understands that they MUST NOT DO SO if they have COVID-19 symptoms or are waiting for a test result, or if they have been told to self isolate.

**3:** You must keep a record of who attends each session and comply fully with any Test, Trace and Protect.

**4:** You will promote good hygiene, particularly using the hand basin when entering and leaving the hall.

**5:** You will be responsible for the removal of all rubbish created during your hire, including tissues and cleaning cloths.

**6:** You will be responsible for cleaning door handles, light switches, controls for the blinds and window catches with the supplied wipes on leaving.

**8:** You are responsible for deciding whether your group should wear masks, whether they should distance fro each other and for adjusting the level of ventilation.

**9:** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the Right Hand dressing room. Face masks are available in the First Aid kit and should be worn by the casualty and anyone who deals with them. Anyone in close contact with the casualty is advised to launder their clothes when they arrive home. Inform the hall management on 650851

**10:** We 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 these Special Hiring Conditions 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 the hire.

5/10/21

Issued to………………………………………………………………………………………

Of………………………………………………………………………………………

On……………………………………………………………………………………