

COVID 19 USERS POLICY

This Policy is supplemental to, not a replacement for, the Memorial Centre's existing conditions of hire.

SC1:

Hirers, will be responsible for ensuring those attending their activity or event comply with the Government's current COVID-19 Secure Guidelines while entering, occupying and leaving the Centre. This includes the mandatory wearing of masks in all areas other than the hired room and adherence to the maximum occupancy schedule attached. For occupancy purposes please note that babies are counted as individuals.

SC2:

Hirers will be required to submit a completed covid risk assessment in advance of their scheduled room hire. Bookings will not be confirmed until a risk assessment has been accepted by the Memorial Centre.

SC3:

Hirers will be responsible for cleaning door handles, light switches, window catches, equipment, tables and chairs and all surfaces likely to be used during your period of hire on departure. Appropriate cleaning materials and personal protective equipment will be supplied. Used materials and equipment to be placed into the contaminated waste bin provided.

SC4:

Hirers will be required to check temperatures of attendees and to ask relevant covid questions to ensure that attendees understand that they must not attend if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they contact the hirer who will be responsible for track and trace requirements by keeping a record of the name and contact telephone number or email of all attendees for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

SC5:

Hirers will be required to supply, in advance of the hire, a list of all attendees as the Memorial Centre is only open for pre-booked events and entry will be strictly controlled by staff via an intercom system. This information is also required to comply with the Centre's fire regulations.

SC6

Hirers will be required to vacate the premises promptly at the end of the hire period. Memorial Centre staff will remind groups five minutes prior to the end of the hire period.

SC7:

Hirers will be responsible for ensuring that no activity takes place that causes attendees to raise their voices, requires the playing of music or broadcasts that encourage shouting. This is due to the potential for the increased risk of transmission.

SC8:

Any furniture and tables required will be provided by staff and positioned to comply with the latest Government guidance on social distancing. Any furniture will be thoroughly cleaned prior to the hire period.

SC9:

The Parish Council will have the right to close the Centre if there are safety concerns relating to COVID-19 or if government guidance/legislation requires the Centre to be closed. If this is necessary, you will be informed promptly and you will not be charged.

SC10:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Centre, the hirer should advise the Centre staff immediately.

SC11:

Other special points as appropriate.

- (a) Where a sports, exercise or performing arts activity takes place: Hirers will organise the activity in accordance with guidance issued by the relevant governing body for your sport or activity
- (b) Where a group uses their own equipment: Hirers should request that all attendees bring their own equipment and not share it with other members

MOUNTSORREL MEMORIAL CENTRE

Maximum occupancy to be covid-19 compliant

| ROOM | NON-COMMERCIAL HOURLY CHARGE | MAXIMUM NUMBER OF OCCUPANTS |
|---|------------------------------|-----------------------------|
| GROUND FLOOR | | |
| Large half auditorium | 25.80 | 48 |
| Large and small half auditorium used in combination where access and escape are entirely available to each area | 45.00 | 69 |
| Small half auditorium | 21.00 | 20 |
| Kitchen | | 1 |
| Reception area | | 9 |
| | | |
| FIRST FLOOR | | |
| Richardson Room | 15.00 | 9 |
| Meeting / committee room | 12.00 | 5 |
| Billson Room (the area nearest to the bar when the partition is closed) | 10.00 | 15 |
| Bar | | 1 |
| Billson gathering lobby (furthest from the bar and with the partition closed) | 10.00 | 21 |
| Billson room as a whole with the partition open | 18.00 | 30 |
| Balcony A | | 3 |
| Balcony B | | 3 |
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