

# BCA BVH Special Hire Conditions during Covid-19



**Brookvale**  
Community Association

**Note: These conditions must be signed and kept with the hall's other conditions of hire.**

**SC1:** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall. These are shown on the hall entrance, 2m distancing, hand sanitiser and supervisory posters.

**SC2:** You undertake to sign and comply with the mitigation actions identified within both the BCA's hall & your own separate Covid Event Risk Assessment, limiting user numbers on the whole site .

**SC3:** Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC4:** You will be responsible for wipe-cleaning (using own ordinary domestic products containing soap or detergent) door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used (including floors for barefoot/crawling activities) during your period of hire, **before** other members of your group or organisation arrive and **then** to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash basins. **Afterwards**, you are required to clean again and leave furniture/touched wipe-clean items out (for our cleaner) before you exit.

Please take care cleaning electrical equipment. Use cloths - do not spray! Bleach & alcohol degrade surfaces, finishes, fittings and fabrics.

**SC5:** You will position furniture or the arrangement of the room to ensure social distancing of 2m between individual people.

**SC6:** You will take reasonable steps to confirm attendees do not have symptoms, wear a mask and understand that they **MUST NOT ENTER THE BUILDING** if their temperature is too high, or anyone in their household has had COVID-19 symptoms in the last 7 days. Anyone developing symptoms within 7 days of visiting the premises **MUST** use the Test, Track and Trace system and call 119 to alert others with whom they have been in contact.

**SC7:** You will keep the premises well ventilated and secure throughout your hire, with windows and doors open as far as possible. You will be responsible for ensuring doors and windows are all securely closed on leaving.

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**SC8:** You ensure that no more than 12 people attend (including yourself and any bubbles) maintaining 2m social distancing whilst waiting to enter and within and observe the one-way system within the premises with no congregating and with socially distanced and limited queueing outside. You ensure no more than one person uses each suite of toilets at any one time.

**SC9:** If it is reported, or during a let spot check, that these Special Hiring Conditions above are not being complied with, whether by you or by other hirers/attendees; should a non-compliance be found, including any of the signed documents missing, or too many people too crowded within the building/site, the let will be cancelled without refund.

**SC10:** You must keep your own record of the name and contact telephone number or email of all those who attend your event (in addition to any building mobile app QR code scans) for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required.

**SC11:** The kitchen is closed and you may bring your own bottled water which must be kept within a closed container along with your phone and other personal items.

**SC12:** You will be responsible for the disposal and removal off-site of all rubbish created during your hire, including toilet tissues and cleaning cloths within the bins.

**SC13:** We will 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 deep cleaning is required, 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 this hire.

**SC14:** In the event of an attendee becoming unwell with suspected Covid-19 symptoms while at the hall, they should go to the **First Aid Safe Area** which is the Atrium ground floor Reception foyer at the West end of the building, call 119 and follow the **If You Suspect Covid Plan** (Covid-Casualty protocol) associated with the hire form and the **First Aid Kit**. Anyone who accompanies the unwell person should wear the **PPE** from the **First Aid Kit**.

I the hirer commit to supporting all the above Special Conditions of Hire to keep everyone safe:

Signed 1 \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Signed and dated by the person duly authorised, on behalf of the the Association:

Signed 2 \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_