**COLBURY MEMORIAL HALL**

**Conditions of Hire during Covid-19**

In effect from 25th February 2022

Note: These conditions are supplemental to, not a replacement for, the Hall’s ordinary conditions of hire.

i. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the Covid-19 guidelines while entering and occupying the Hall.

ii. Wearing a mask is of **personal choice,** but we ask that you respect those around you and other hirers too.

iii. Social distancing of one metre should be maintained where possible, but the choice to be socially distanced in hired space is an individual or group preference.

iv. You will be responsible for cleaning during and after your period of hire. (This includes door handles, light switches, tabletops, used equipment, toilet handles and seats, and any surfaces likely to be used.) The cleaning trolly will be available to use if needed; we advise bringing and using your own domestic products where possible.

v. You will be responsible for keeping the premises well ventilated throughout your hire, with windows and doors open as far as convenient.

vi. A maximum of **four** people to be allowed in the kitchen at any one time.

vii. You will ensure that no more than the allocated number of people attend your activity/event, to maintain maximum capacity of 60%. Number limitations for each room are as follows:

**Ashurst Room = 24 persons**

**Colbury Room = 30 persons**

**Main Hall = 120 persons**

viii. We will reserve the right to close the hall, or adapt these conditions, if there are safety concerns relating to Covid-19 or Government regulations instruct us to do so.