



IMPORTANT INFORMATION FOR HIRERS – COVID 19 compliance

FIRE ALARM Evacuate building, assemble at rear of car park. Call 999 for fire brigade	WATER LEAK Water cut-off switch is in left-hand cupboard under kitchen sink Call 'urgent contact'	FIRST AID INCIDENT First aid boxes in kitchen and committee room. 999 for ambulance if needed. Advise secretary when possible.
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This sheet summarises our additional booking conditions, applicable while the Coronavirus Act (2020) and related legislation is in force. National and local legislation and guidance apply for England and Shropshire – and can change at any time. Separate one-sheet summary for general information also applies.

Hirers are responsible for ensuring compliance before, during and after their events. Lack of compliance will result in immediate cancellation of all future bookings.

Consider the following when running your event:

- Social distancing throughout the site: lay out furniture to facilitate distancing. Monitor use of entrance hall, toilets and car park – you may need assistance to do this due to lack of sightlines. Kitchen access for drinking water only. Hold your event in the main hall, not the side room.
- Face coverings; mandatory under law unless exempt by age or medical condition, or if your activity allows exemption.
- Use of sanitiser; provided in entrance lobby for use on arrival and departure
- Frequent hand washing; hot water, soap and hand driers available in all toilets.
- Monitoring capacity – maximum 30 people at the event, with no more than 12 under-11s. Pre-booked events only. Take contact details of all attendees.
- Ventilation: window keys have been left on sills throughout. Open windows and keep doors open. Ensure you lock up afterwards, wipe down keys and fobs and do not remove them.

CLEANING: YOU are responsible for some cleaning both before and after your event; we allow 60 minutes either side at no charge for this. Please clean door handles, light switches, window catches, furniture, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire. Cleaning materials are in the cupboard in the bar area, or feel free to bring your own. **IMPORTANT;** do not spray light switches or electricals, use wipes or cloths!

RUBBISH DISPOSAL: As always there is no rubbish collection from the hall. You must ensure ALL rubbish is removed before you leave. This includes nappies and ladies sanitary items; we provide bags for the latter as well as general rubbish bags. Also remove any 'lost property' items – the hall cannot take responsibility for these.

Thank you for helping us keep everyone safe. We hope your event is very successful.