



TEWKESBURY TOWN COUNCIL

Extended Terms and Conditions of Hire during COVID-19 at The Town Hall

These terms and conditions are to be agreed to in addition to the usual hire agreement.

You, the hirer, are responsible for ensuring those attending adhere to the guidance regarding COVID-19 as follows:

You should:

- Make sure that anyone likely to attend does not do so if they, or any member of their household has had COVID-19 symptoms in the last 7 days and if they develop symptoms within 7 days of visiting the hall, they must use the Test, Track and Trace system to alert others with whom they have come in contact.
- Face masks must always be worn in the hall, unless seated for refreshments.
- Where possible, on entrance, ensure attendees scan the NHS COVID-19 QR code for Test and Trace to record their visit to the venue.
- Keep a record of attendees (one person per bubble group is acceptable) together with a contact number for 21 days. You must notify the Town Council if you are informed that any of your attendees has developed symptoms up to 7 days after visiting the venue
- Ensure that no more than 6 people are grouped together.
- Ensure hand sanitiser, provided by the venue, is used on entry to the hall
- Make sure all internal doors in the hall are kept open using the door props.
- Use one-way routes specified for your event as communicated beforehand
- Clean touch points at regular intervals throughout your booking period, spray sanitiser and blue roll are supplied by the venue (including toilet door plates, flush buttons, taps and sinks, door handles and tables).
- Always ensure those attending adhere to social distancing guidance and remain seated where appropriate.
- Make sure regular handwashing is encouraged.
- Ensure the room you are using is well ventilated, opening windows and doors as far as convenient.
- Only use areas of the hall that have been booked.
- Only arrive and leave at your arranged booking times.
- Make sure you do not leave any personal belongings/equipment at the hall as lost property will be disposed of.

For COVID-19 arrangements, the Corn Exchange has a maximum capacity of 40 seated at tables with 2 metre social distancing between the tables. These figures are variable depending on the event and the attendees. Town Council staff will liaise with you to determine the maximum capacity for your event and to ensure that the appropriate table and/or seating plan is in place.

We have the right to close the hall if there are any safety concerns relating to COVID-19 or if these conditions are reported as not being adhered to. If anyone develops symptoms after visiting the hall and we require a deep clean, or we are required to close the venue from government guidance, we will inform you as soon as possible if we need to cancel your event and you will not be charged for your booking.

I have read and agree to the above terms and conditions

Signed:

Date: