

Lordship Hub Covid-19 Appendix for Private Hire – Parties, Meetings and Events

Date: applies as of 19 July 2021

1. Rental of General Activities Room (GAR) – 30 people maximum, Community Room (CR) – 20 people maximum
2. Anybody who is/has been displaying the recognised symptoms of COVID-19 in the last 48 hrs (or anyone in their household or workplace/school) cannot attend any activities at the Hub. We have the right to refuse entry to the building/room booked if you have Covid-19 symptoms. No refunds will be given.
3. The hirer **only** will access the building through the main door disinfecting and signing the Covid-19 track and trace book in a legible way adding contact details. Refusal to fill in the book will mean that you cannot enter.
4. All other guests enter through the back door of the General Activities Room/the Community Room (the door that leads straight to the outside). It is the hirer's responsibility to ensure that everybody attending the meeting/event signs the Covid-19 sheet with name, e-mail address and telephone number in a legible way and passes it to a member of staff at the end of the meeting/event. This includes names for children with contact details of at least one parent. This record will be destroyed after 21 days.
5. The GAR guests are not allowed in any area of the Hub building apart from the room booked. For the Community Room guest are allowed to use the toilets in the main hall.
6. The rooms will be closed off from the rest of the building for the duration of the meeting/event. It is the hirer's/organizer's responsibility to lock the GAR/CR from the inside for the duration of the event/meeting.
7. For hirers of the GAR only the toilet in the GAR may be used by hirer and guests. sanitisation will be provided, but there will be no baby changing facilities.
8. For hirers of the Community Room other Hub toilets may be used. However, it is the hirer's responsibility to monitor use of the toilets. It is the hirers' responsibility to ensure that people do not congregate in the corridor.
9. If you have any guest who is a wheelchair user, arrangements must be made in advance so that they can be let in through the main doors and use the disabled toilet.
10. When in the main part of the building all guests must wear a face mask, unless exempt.
11. Lordship Hub will provide a sanitisation area with disinfectant, paper towels and a Covid-19 sign in sheet for the meeting/event at the entrance/exit to the GAR/CR

12. To help minimise contact and contamination please ensure that you bring all you need for your meeting/event from home or have specifically booked it. We currently cannot provide any equipment/resources ad hoc. For the time being no use of fridge facilities.
13. Only background music may be played during the meeting/event. Singing and dancing is prohibited in line with government regulations.
14. Staff looking after the meeting/event will be wearing a face mask and you must wear your own face mask when in the main building
15. Please ask your guests to wear their own masks.
16. Safe distancing should be observed throughout the meeting/event and hirers/organisers are responsible for reminding parents/carers to supervise their children at all times.
17. Keep the room well ventilated by leaving the exit door and windows open during the meeting/event.
18. Cleaning and safe disposal of litter is especially important at this time
 - All waste must be bagged in the rubbish bags provided by the Hub and the hirer/organiser (**only**) to dispose of them in the outside bin at the end of the hire. The member of staff looking after the booking will give instructions.
 - All tables, chairs, door handles and light switches must be cleaned with disinfectant provided by the hirer/organiser.
 - All other Hub equipment used will have to be disinfected.
19. All guests/attendees apart from the hirer/organizer must leave through the back door of the General Activities Room/Community Room. The hirer/organizer must lock the back door of the GAR/CR from the inside and leave through the front door alerting the member of staff looking after the booking that they are leaving.
20. If you or any of your attendees develop Covid-19 symptoms within 10 days of visiting the premises, you/they must alert NHS Test and Trace and Lordship Hub.

I agree with the terms and conditions above and understand that I am hiring the room at Lordship Hub at my own risk and am responsible for managing the activity/group and compliance with the guidelines as laid out above. I will advise anyone attending the activity/event that they do so at their own risk.

Name: _____

Signature: _____

Date: _____