

COLYTON CHAMBER OF FEOFFEES

A Charitable Incorporated Organisation (CIO)

Registered Charity No. 1169081



ESTABLISHED 1546

Town Hall Office

Market Place

Colyton EX24 6JR

July 2020

COVID 19 Guidance for Hirers of Colyton Town Hall

Colyton Chamber of Feoffees are delighted to welcome you back to the Town Hall as the national lockdown requirements for dealing with Covid 19 are now being eased. We have looked very carefully at how the Town Hall can be used safely for meetings for small groups and to enable you to have as near 'normal' an experience as possible in the current circumstances. Unfortunately in the short term it will not be possible to hold either sporting events or theatrical performances here and the Mortimer Room, Stage and basement area will remain closed for now. Nor will it be possible to have a bar licence for the time being.

Inevitably, we have had to introduce some additional conditions of hire which we will be requiring all hirers to comply with. These measures are for the safety and protection of our staff, all visitors to and groups hiring the Hall. Our staff will also be implementing additional cleaning routines. In order to ensure safe social distancing arrangements can be maintained when the Hall is in use there are new limits on the maximum number of people who can attend an event, a new one way system for entering and exiting the Hall is being introduced and there is new guidance on the safe usage of equipment and the toilet facilities.

Details of these new arrangements and conditions of use are set out below and we would ask you to please read them carefully and sign the agreement below. If you have any concerns or questions our caretaker Mrs Gail Jarman (tel no 01297 551384) will be happy to discuss these with you.

Additional Conditions of Hire of Colyton Town Hall

1. These new conditions of hire are being introduced for the safety and benefit of everyone involved in using and caring for the Hall. Hirers may wish to undertake their own **risk assessment** before organising an event.
2. The **Main Hall** is the only room currently available for hire. The Mortimer Room, Stage and basement area will remain closed for the time being. (The windows will be opened by the caretaker in preparing the room to ensure adequate ventilation of the Hall during an event. These windows should be closed by the hirer at the end of the event and the window catches wiped down.)
3. A **new one way system of entry** and exit has been introduced – people will enter via the main door as usual and will exit via the door at the end of the passageway. (The only exception to this is for disabled access/exit which will be as before via the first emergency door from the Main Hall into the passageway.)
4. People entering the foyer should stand in the middle of the stairs to enable anyone coming down to access the toilets on either side.
5. Where necessary, all participants in an event are asked to **queue outside on the pavement to the left of the main doors** so as to avoid blocking the entrance to the convenience store next door.
6. The **maximum number of people** who can now attend an event in the Main Hall will be reduced by the need to take account of social distancing and mitigating measures. The numbers will vary depending on the type of event. Please speak to our caretaker about this when booking. She will be happy to help you calculate appropriate numbers for your event.
7. Everyone entering the Hall for an event or meeting should **leave their name and contact details** in case there is a need to contact them in future should there be a case of covid 19. A new signing in book will be available on the bar work surface on the right as you enter the Main Hall. To avoid multiple use of a pen **hirers will be responsible** for ensuring the collection of the names and contact details of everyone attending their event. Perhaps one person involved in organising the event could volunteer to do the writing down?
8. Our caretaker will ask you to **confirm exactly which/how many items of equipment you require** for your event ie numbers of tables and chairs, crockery and pa system at the time you make your booking. These will be set

out for you on the day. All other equipment will be locked away. The fabric covered chairs are being replaced with the old plastic chairs for the time being as they are more hygienic and can be more easily wiped down. Please also avoid touching the curtains.

9. Any **display stalls** set up in the Hall for an event should have a prominent sign on display requesting that people please do not touch any items on display unless they intend to purchase them.

- 10. Food and drink** – The kitchen should be wiped down scrupulously after use paying particular attention to handles, latches etc. Those serving drinks and cakes should wear face masks/visors. Detergents and cleaning materials will be available and hand sanitiser is also available by the rear access door.

- 11. Bar area – For the time being it will not be possible to have a bar licence.** (When this is possible a maximum of two people should work behind the bar and should wear masks/visors.)

- 12. Cash payments for drinks etc** – Where possible the hirer should identify a single volunteer to be responsible for the handling of all cash to pay for drinks/cake etc. (The volunteer may choose to wear disposable gloves and a mask.) Hand sanitizer will be available.

- 13. Please remember to wash your hands frequently!**

- 14. Toilets** – only one person at a time should use the toilets. Please knock on the outer door and call out before entering either the gentlemens or ladies toilets. Normal supplies of soap and paper towels will be available and additionally hand sanitiser will also be provided just outside the ladies toilet.

- 15. Clearing up at the end of an event** – the hirer will be responsible for ensuring that all crockery is washed up, dried and put away. Please wear gloves for stacking crockery and remember to bring your own tea towels. Washing up liquid and hand sanitiser and disposable paper kitchen towel will be provided in the kitchen.

- 16.** At the end of an event the hirer is responsible for ensuring that all **surfaces** used ie tables, bar etc are sprayed with the Mr Muscle provided and all **light switches, door handles and window catches used** are to be wiped down. Cleansing products will be provided in the kitchen.

- 17. Rubbish** – all rubbish must be bagged up and taken away.

Confirmation of Acceptance of New Terms and Conditions of Hire

1. I, (Name of Hirer)

representing

confirm that I have read and accept these additional covid 19 related terms and conditions of hire on behalf of my organisation.

2. I/we confirm that we have taken the decision to rent the Hall for the purposes of holding my/our event and that if unfortunately there should be an outbreak of covid 19 here I/we will not seek to hold the Colyton Chamber of Feoffees responsible.

Signature

On behalf of organisation

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Date

Contact details

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