

# **ST. MICHAEL AND ALL ANGELS CHURCH CENTRE, COLEHILL**

## **CONDITIONS OF LICENCE**

### **SPECIAL HIRING CONDITIONS RELATED TO COVID-19**

**THESE CONDITIONS ARE SUPPLEMENTAL TO, NOT A REPLACEMENT FOR, THE CENTRE'S ORDINARY CONDITIONS OF LICENCE AND SHOULD BE READ IN CONJUNCTION WITH THAT LICENCE.**

#### **1. DEFINITIONS**

- 1.1. The existing "Conditions of Licence" shall be considered as the "Primary Licence".
- 1.2. Set out below are additional conditions which shall apply until Licensees are advised otherwise. All definitions set out in the Primary Licence shall apply to these additional conditions.

#### **2. RESPONSIBILITIES OF THE LICENSEE**

- 2.1. The Licensee will be responsible for ensuring those attending their activity or event comply with the current COVID-19 Secure Guidelines (as may be amended by government from time to time) while entering and occupying the hall.
- 2.2. Current guidelines are shown on the attached poster, which is also displayed at the hall entrance. Licensees should ensure in particular the use of the hand sanitiser supplied when entering the hall and after using tissues.
- 2.3. The Licensee undertakes to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- 2.4. The Licensee must ensure that everyone likely to attend an activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days.
- 2.5. If they develop symptoms within 7 days of visiting the premises
  - 2.5.1. They **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
  - 2.5.2. They **MUST** immediately advise the Licensee who in turn **MUST** immediately advise the Licensor (St Michael and All Angels Church).
- 2.6. The Licensee is asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (Please note: People are not obliged to provide details)

### 3. CLEANING AND WASTE DISPOSAL

- 3.1. **EITHER:** The Licensee will be responsible for ensuring that door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire are cleaned before other members of the group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during the hire, paying particular attention to wash hand basins and kitchen sinks (if used), using the products supplied. You will be required to clean again on leaving.
- 3.2. **OR** The hall will be cleaned before the start of the hire and the Licensee will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using the products supplied.
- 3.3. Please take care cleaning electrical equipment. Use cloths - do not spray!
- 3.4. The Licensee will be responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths, by placing them in the rubbish bags provided.

### 4. VENTILATION

- 4.1. The Licensee must ensure that the premises are kept well ventilated throughout the hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

### 5. CAPACITY

- 5.1. The Licensee will ensure that no more than the capacity shown below in para 5.2 in total attend the activity/event, in order that social distancing can be maintained. This should include organisers, presenters as well as guests/members.
- 5.2. The capacity is set at:
  - 5.2.1. Main Hall – 30 persons
  - 5.2.2. Alec Moore Room – 6 persons
- 5.3. The Licensee will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.
- 5.4. The Licensee will make sure that no more than two people use each suite of toilets at one time.
- 5.5. No more than two individuals, specified by the Licensee, will be allowed access to the kitchen area.

## 6. VULNERABLE PERSONS

- 6.1. The Licensee will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or who are likely to be clinically more vulnerable to COVID-19. This should include, for example, keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older and more vulnerable people that should be avoided.

## 7. POSITIONING OF TABLES AND CHAIRS

- 7.1. The Licensee should ensure that furniture or the arrangement of the room is positioned as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as:
  - 7.1.1. seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation.
  - 7.1.2. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

## 8. PROVISION OF REFRESHMENTS

- 8.1. The Licensee will be responsible for ensuring that all crockery and cutlery is washed hygienically in the dishwasher, dried and stowed away after use. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away.

## 9. ACTION TO BE TAKEN IF SOMEONE BECOMES UNWELL

- 9.1. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Centre:
  - 9.1.1. All other users present should be asked to leave immediately following paragraph 9.2.2 guidance.
  - 9.1.2. The individual concerned becomes the responsibility of the Licensee .
- 9.2. Ask others in the group
  - 9.2.1. to provide contact details if you do not have them
  - 9.2.2. to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.
- 9.3. Notify the Licensor (St Michael and All Angels Church) immediately on 01202 883721 (Vicar – Suzanne Pattle) OR 01202 842261 (Lindsay Wood – Churchwarden) OR 01202 880455 (Marjorie Shaw – Churchwarden).

## 10. EXERCISE OR PERFORMING ARTS ACTIVITIES

- 10.1. The Licensee should ensure they organise the activity in accordance with guidance issued by the relevant governing body for your sport or activity.
- 10.2. If Users bring their own equipment:
  - 10.2.1. Users should ensure they have sanitised that equipment

10.2.2. You will ask those attending to bring their own equipment and not share it with other members or

10.2.3. You will avoid as far as possible using equipment which is difficult to clean.

10.2.4. You will ensure that any equipment you provide is cleaned before use and before being stored.

**11. RIGHT OF LICENSOR TO CLOSE THE CHURCH CENTRE**

11.1. The Licensor shall have the right to close the Centre:

11.1.1. if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required **or**

11.1.2. if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, **or**

11.1.3. in the event that public buildings are asked or required to close again.

11.2. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

11.3. In the event that the Church Centre has to be closed through the negligence of the Licensee or by failure to comply with these Conditions of Hire or by failing to comply with conditions required by law, the Licensor may seek compensation from the Licensee.

**The Licensee hereby acknowledges that it has read and agrees to the aforementioned Conditions in accordance with any use of the Church Centre from time to time.**

**Signed..... Dated.....**

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**Print Name**

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**Organisation (if applicable)**