

# HQ HIRE

## COVID-19 ADDITIONAL TERMS



### **Introduction**

These terms apply to all hirers of the premises in addition to the standard terms of hire while the government requires special measures to control the spread of COVID-19.

### **Definitions**

As in the standard terms and conditions.

### **Terms**

The hirer must ensure that all persons using the premises follow these terms and conditions, current government guidelines and advice related to COVID-19 and any local regulations relating to COVID-19.

The hirer's risk assessment must include risks relating to COVID-19. The risk assessment must take account of any government guidance relevant to their specific activity. The hirer will provide a copy of their risk assessment to RSG (for information purposes only).

The hirer must provide all sanitisers, soaps, face masks or any other protective equipment that might be required for their activity.

The hirer must ensure that all persons using the premises are familiar with the measurements they have put in place regarding COVID-19.

In no circumstances should anyone with symptoms of COVID-19 or who has been required or advised to isolate enter the premises.

The hirer must keep a register of all persons attending (including contact details). Please notify the Bookings Secretary if any person develops COVID-19 symptoms within 3 days of attending.

The hirer agrees to follow these steps if someone develops symptoms while on the premises:

1. The person with symptoms must leave immediately if possible, or wait in one of the designated isolation areas (marked area outside and toilet nearest hall) until they are able to leave.
2. Other attendees must leave as soon as possible. They are advised to wash their hands as they leave and to wash their clothes when they get home.
3. The hirer must inform the Booking Secretary who will arrange for a deep clean of the premises.

All kitchen equipment, including all cups, glasses, crockery and cutlery must not be used without prior agreement.

There will be a £5 per session additional charge to cover additional cleaning. Please let the cleaner know if you have used any equipment provided by RSG such as tables and chairs.

RSG will provide a COVID-19 emergency pack in the kitchen. Please advise the Booking Secretary if you make use of this. The hirer may be charged for items used from the emergency pack.

Regrettably, RSG may have to close the hall or cancel bookings at short notice due to COVID-19 related issues. If this is necessary, we will do our best to inform you promptly. You will not be charged for any hire missed by closure.