**ADDITIONAL HALL HIRE AGREEMENT FOR USE**

**WHILST COVID RESTRICTIONS REMAIN IN PLACE**

I have read and agree to abide by the Church Risk Assessments – the main points of which are listed below. I will make all attendees aware of these safety measures and to inform them of fire evacuation procedure.

1. I agree to provide hand sanitiser which will be used by any person who enters the building
2. I agree to screen off (by using a double row of chairs to make a corridor) any areas of the hall that we are not using (eg for access to toilets when only using garden and kitchen) and to replace everything as we found it.
3. I agree to ensure that people sit at correct social distance as required by government advice on the day of the event/meeting
4. I agree to provide anti-bacterial wipes and disposable gloves; and to clean the kitchen (if it has been used), all door handles/push plates light switches & other “touch-points”, and any chairs or tables which we use or handle, both an arrival at the building and before we leave the building.
5. I agree (if they have been used) to clean the toilet, sink and baby change before we leave the building. Only the disabled access toilet is to be used.
6. I agree to keep a list of contact details for everyone who attended the event/meeting for three weeks
7. I agree to have no more than the maximum number of people allowed by government advice on the day of the event/meeting
8. I agree to have someone “on duty” to monitor the entrance/exit door/gate in order to ensure safe distancing as people arrive and depart
9. I agree to bag and remove all waste from the premises.

Signed …………………………………........ Print Name ………………………………… Date ……………...

**PLEASE ATTACH A COPY OF THIS AGREEMENT TO YOUR BOOKING FORM**

**YOUR BOOKING WILL NOT BE CONFIRMED UNTIL WE HAVE RECEIVED THIS**