1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the pavilion, as shown on the attached poster which is also displayed at various point within the pavilion, in particular using the hand sanitiser supplied when entering the pavilion and after using tissues.
2. You undertake to comply with actions identified in the pavilion’s risk assessment, of which you have been provided with a copy.
3. The pavilion will be cleaned before you arrive, but you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using the anti-bacterial spray and cloths provided in the box on the kitchen work surface. Please dispose of the cloths after use.

Please take care cleaning electrical equipment. Use cloths – do not spray!

1. You will make sure that everyone likely to attend your 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, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
2. You will be responsible for the disposal off site of all rubbish created during your hire, including tissues and cleaning cloths.
3. You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.
4. We will have the right to close the pavilion if there are safety concerns relating to COVID-19 for example, if someone who has attended the pavilion develops symptoms and thorough cleansing is required or if it is reported that the these Special Hiring Conditions above are not being complied with, whether by your or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
5. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the pavilion you should remove them to the designated safe area which should be one of the corners of either function room if not in use. Provide tissues, a bin or a plastic bag, and a bowl of warm soapy water for handwashing, make contact with next of kin or responsible other. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the hand sanitising precautions. Please advise everyone to launder their clothes when they arrive home. Inform the booking clerk on 01732 886139.
6. Other special points as appropriate.
7. When using for example exercise equipment; You will ask those attending to bring their own equipment and not share it with other members.

Signed:

Date:

Please sign above to confirm you have read and agree to these Special Conditions, and return a copy to:

Lesley Cox

Wrotham Parish Council

C/O PO BOX 228

Sevenoaks

Kent TN13 9BY

Or via email to: [wrothampc@btinternet.com](mailto:wrothampc@btinternet.com)