**Southborough Town Council**

**Southborough Civic Centre**

**Supplementary COVID Conditions of Hire**

**The current** **COVID – 19 regulations must always be followed.**

**Covid hire information.**

 Hirers should check with the current Government requirements before booking additional entertainers or equipment. Any additional Health and Safety measures that have been introduced at the Civic Centre should always be followed.

 Hirers have the responsibility for managing risks arising from their own activities when they use the premises and should take account of any guidance relevant to their specific activity or sector, including the need to obtain personal details of all attendees and their contact details to allow for any track and trace requirements. The Council will not accept liability for failure by the hirer to follow the correct government advice and guidelines.

 Hirers are asked to wear facemasks whilst in all the communal areas and have consideration for other users of the Centre. Hirers should allow for social distancing of at least 1.5 metres in the communal areas. The toilets are limited to single person use during the hire. It is important for hirers to maintain social distancing and good hand hygiene when visiting.

 Common areas (including the toilets) are regularly sanitized but Hirers will need to be aware of the potential risks and to ensure that should a member of their group/activity exhibits signs of possible covid infection that Council staff are notified immediately and that the hire session ends immediately.

 Hirers should note that whilst all possible practical measures have been put into place surrounding mitigating the risks relating to COVID 19 hires at the Civic Centre, hiring of the Unity Hall or Community rooms are done so at the hirer’s own choice and risk. Hirers MUST ensure the current COVID 19 legislation is followed at all times.