

## **The Edmonstone Hall, Glasgow Rd, Strathblane, G63 9JD**

### **Conditions of hire - Covid guidance and bookings.**

It is essential that we all work together to keep the hall open and our users as safe as possible. Our cleaner will be checking the hall regularly, but we also rely on our hall users to follow the guidance below.

If you have any concerns when using the hall, please contact the committee immediately by email [info@edmonstonehall.co.uk](mailto:info@edmonstonehall.co.uk) or call 07771 653520

#### **What have we prepared for our hall users -**

- A thorough deep clean of the hall has been carried out.
- Hand sanitisers are positioned around the hall.
- Extra bins for disposal of wipes etc.
- Posters and floor markings to help with social distancing.
- Replaced mops and cleaning equipment.

#### **What we ask of our hall users –**

- The person making the hall booking will be responsible for ensuring safe social distancing of their group, dependent on the activities involved.
- To provide the Booking Secretary with an appropriate Risk Assessment prior to activities.
- Check with attendees that no one has symptoms of COVID before entering the building and inform the Edmonstone Hall committee if any known or suspected cases occur within their group.
- Socially distancing by 2 metres translates into maximum numbers of 8 in the Lesser hall and x 12 in Main hall rising to 16 if the activity is mainly static.
- Be aware of potential crowding in the entrance hall and restrict movement.
- Whenever possible, make use of the fire exit door with direct access from the car park into the main hall.
- Make use of our hand sanitiser when entering the building.
- Follow our “one at a time” rule when using the toilets.
- Restrict the use of kitchen facilities – e.g. bring water bottles already filled.
- Wipe down any tables or chairs that are used.
- Wipe down door handles before leaving the premises.
- For “track and trace” requirements, the hirer must keep a record and contact details of all attendees. If requested, contact details of the hall hirer will be given to the public health authorities.

## **Booking request form – post Covid lockdown.**

With current Covid regulations, we are now able to accept booking requests for parties or large social gatherings.

Please complete the form below and email to [info@edmonstonehall.co.uk](mailto:info@edmonstonehall.co.uk). We will confirm your booking request as soon as possible.

**Name and address of person making the booking -**

**Contact number**

**Email**

**Do you require the main hall, small hall or whole club?**

**Please state what the hall will be used for?**

**Number of attendees expected?**

**Is this a regular booking request?**

**Day and time of booking request -**

**Any additional info?**

*I confirm that by making this booking I will adhere to the Covid guidance as per the attached document.*

*I understand that if government advice changes, the committee may have to close the hall at short notice*

## **General principles of cleaning during the COVID-19 pandemic**

General cleaning advice for non-healthcare settings where no one has symptoms of, or confirmed COVID-19. (Ref [www.gov.uk](http://www.gov.uk) Public Health England guidance 15<sup>th</sup> July 2020)

### **Cleaning and disinfection**

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

- Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, and work surfaces.
- As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day.
- Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting, and available access to handwashing and hand-sanitising facilities.
- Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.
- When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.
- Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

If we are made aware of an individual visiting the hall with symptoms of, or confirmed COVID infection, the premises will be closed and cleaning procedures undertaken as per Government guidance.



## **TERMS & CONDITIONS OF HIRE - The Edmonstone Hall, Blane field**

### **Hirer's responsibilities:**

1. The Hirer will, during the period(s) of Hire, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight, or alteration of settings of any sort. Responsibility also includes the behaviour of all persons using the premises, whatever their capacity, including supervision of the car parking to avoid obstruction of the highway and neighbouring access routes.
2. The Hirer shall not for any unlawful or unauthorised purpose, sublet the premises nor do anything or bring onto the premises anything which would endanger the premises or render ineffective, in whole or part, the insurance policies covering the premises and persons using them.
3. The Hirer must be of at least 18 years of age, and shall be responsible for:
  - Obtaining any appropriate licences that may be needed – eg. for consumption of alcohol, and for performance of music which is covered by the Performing Rights Society.
  - Observing all regulations stipulated by the Fire Authority and Local Authority, and on notices in the Hall.
  - Prohibiting smoking on the premises.
  - Ensuring that all children on the premises are under adult supervision at all times.
  - Ensuring that all requirements of *Disclosure Scotland PVG Scheme* are complied with, where activities involving the supervision of children or other vulnerable adults are occurring.
  - Obtaining appropriate public liability insurance for any regular hires, or sub-contracted activities such as mobile discos, etc. (The Hall has public liability insurance, but this only covers anything that happens as a result of the Hall's negligence, rather than the Hirer's.)
4. The Hirer shall indemnify the Management Committee for the cost of repair of any damage done to any part of the property (including the curtilage or the contents of the building) during, or as a result of, hire.
5. At the end of the hire, the Hirer shall be responsible for leaving the premises and surrounds clean and tidy, returning all items moved to their usual positions, and removing all waste for recycling and rubbish, otherwise there may be an additional charge. Any keys borrowed must be returned promptly.

### **General Conditions:**

6. On Sundays to Thursdays, all lets terminate at midnight, by which time the premises must be fully vacated. Music must cease at 11pm. On Fridays and Saturdays, all lets terminate at 1am, by which time the premises must be fully vacated. Music must cease at midnight. The Hirer

must be responsible for ensuring the minimum of noise is made on arrival and departure, and be considerate of the residents who live close to the Hall.

7. Any decorations should be put up with care – please do not use tape or Blu-Tack on painted or varnished surfaces.
8. Cleaning fee – should the Hall not be left in a clean and acceptable condition at the end of hire (including swept/mopped floors and a clean kitchen), the Management Committee reserves the right to charge for any additional cleaning hours.
9. Damage or breakages must be reported, and will be charged for accordingly.

**Bookings:**

10. Bookings should be made via the Bookings Manager using the Booking Request Form provided on our website.
11. Bookings are provisional until confirmed in writing once the Management Committee has approved them.
12. For weddings and one-off all-day events, a deposit of £100 is required to confirm booking. Final invoice will be sent 4 weeks prior to event. Payment is due 7 days from the date of the invoice.
13. For regular bookings, invoices shall be sent at the end of the month in which the hire takes place. Payment is due 7 days from the date of the invoice.
14. Set-up and clear-up times for an event can be arranged on an individual basis. Costs will be discussed at booking. For weddings and all-day events, set-up and clear-up time is included in the package.

**Cancellation:**

15. If, for any circumstances beyond our control, the Hall has to cancel a booking, a refund of any deposit shall be refunded.
16. For regular bookings, if the Hirer wishes to cancel the booking before the date of hire, the repayment of the fee will be at the discretion of the Management Committee.
17. For weddings and all-day events, cancellations made 4 weeks or less prior to event will be charged 100% of total hire fee. This may be waived at the discretion of the management committee.

**Risk Management:**

18. Smoking is not allowed anywhere on the premises.
19. The Hirer shall, if preparing, serving or selling food, observe all the relevant food health and hygiene legislation and regulations.
20. The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be in safe, good working order, and used in a safe manner.
21. Capacity – 200 is the maximum capacity throughout the Hall. For seated events, this reduces to 100 in the Main Hall with an extra 12 seated on the Stage.
22. **In the event of an emergency**, please alert the relevant emergency services, and inform the Hall contact whose number you will be given prior to the event.