



The Parishes of St Theresa of Lisieux  
(Southwick with Portslade)  
and St George (Hangleton with West Blatchington)

**St George's Hall, Court Farm Road, Hove – Special Conditions of Hire**

**September 2021. This document supersedes previous versions**

1. You (The Hirer) shall be responsible for organising your event/activity in accordance with government guidelines and these conditions of hire.
2. You will be responsible for ensuring that those attending your activity/ event comply with the conditions of hire while entering and occupying the hall, as outlined on the attached COVID-19 Secure Information Sheet for Hirers (a copy of which is also displayed in the Hall).
3. You will ensure you have carried out a COVID-19 Risk Assessment for running your activity/ event on our premises and arranged any additional public liability insurance necessary to run your activity/ event during COVID-19. A copy of your risk assessment and liability insurance must be provided to us.
4. **Cleaning:**  
We (The Venue Manager) will ensure the Hall is cleaned daily. You will be responsible for any additional cleaning/ sanitising of all regularly used surfaces you identify as necessary to protect members of your group during your period of hire (including tables, wash hand basins, door handles) using a suitable antiviral product effective for coronavirus.  
  
Please do NOT spray cleaning products or apply wet cloths to electrical equipment. Switches should be turned off and wiped with a cloth.
5. **People with symptoms:**  
You will ensure that everyone likely to attend your activity/event understands that they **MUST NOT ATTEND** if they are required to self-isolate in line with government or local guidelines current at any given time.
6. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Hall you should seat them in a well ventilated area, for example near to an open door until they are collected or; if they are well enough to leave immediately, then they should do so. A COVID-19 First Aid Kit is located in the Kitchen on top of the refrigerator. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions. Advise them to launder their clothes when they arrive home.
7. Inform the Hall Manager on 07841 616706 or the Parish Priest on 01273 708227 as soon as it is safe to do so.
8. **Test and Trace:**  
You will keep a record of the name and contact telephone number or email of all those who attend your activity/event for a period of 3 weeks after the event and provide the record to NHS Test and Trace, if required.

**9. Ventilation:**

You will keep the premises well ventilated throughout the hire period, with windows and doors open as far as convenient. You are responsible for ensuring all windows and doors are securely locked on leaving.

**10. Social Distancing:**

We recommend that our Hall users maintain 2m social distance wherever possible.

We encourage everyone attending our Hall to wear a face covering.

**11. Rubbish:**

You will be responsible for the disposal of all rubbish generated in the course of the activity/ event, including tissues and cleaning cloths, in the rubbish bins provided before leaving the hall.

**12. Use of kitchen facilities:**

Use of kitchen facilities is permitted. You will wipe down all frequently touched surfaces after use.

**13. Closure:**

We have the right to close the Hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the Hall develops symptoms and thorough cleaning is required; if it is reported that these conditions are not being complied with by you or 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.

**14. Amendment of these conditions:**

If it becomes necessary to amend these conditions in response to a change in government or Diocesan requirements, you will be sent a copy of the new conditions and a copy will be posted on the parish website at [www.brightondeanerywest.org.uk/parish-hall](http://www.brightondeanerywest.org.uk/parish-hall).

**Parish Priest:** Fr Tony Milner

**Date:** 11 September 2021

**Hirer:**

**Date:**