Special Condition 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 our venue, as shown on the posters throughout the venue, in particular using the hand sanitiser supplied when entering the venue and after using bathroom facilities. **Masks MUST be worn in communal and confined areas.**

Any private hire request is subject to approval in accordance with the latest government guidelines.

**SC2:**

You undertake to comply with the actions identified in the Pushkin House risk assessment, of which you have been provided with a copy.

**SC3:**

Our staff is responsible for regularly cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, chairs and tables and all surfaces likely to be used during your period of hire before and after your event. You are responsible for cleaning the surfaces within the room you have hired if you have multiple groups of visitors coming in throughout the day. You can use either Pushkin House cleaning supplies or bring your own.

**Please note:**

The whole house will be cleaned by the Pushkin House Cleaner before and after your event but you will be responsible for cleaning the surfaces within the room you have hired during the period of your event.

**SC4:**

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.

A track and trace code will be provided at PH reception areas. Everyone taking part in your event should check in using the NHS Track and Trace app.
SC5:
You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:
You will ensure that no more than 15 people in the Music and Function room, 6 people in the Library room, 6 people in the Meeting Room and 15 people in the Gallery and Lecture room attend your activity/event, in order for social distancing to be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes any one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures i.e. wearing a mask when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than two people queue outside the toilets at all times.

SC7:
You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided. Masks MUST be worn in confined spaces and in communal areas.

SC8:
You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of
at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

**SC9:**
You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required.

**SC10:**
You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided. These must be taken down and left in the cleaner’s cupboard on the lower level.

**SC11:**
If you are hiring the kitchen. You will be responsible, if drinks or food are brought in, for ensuring that all crockery and cutlery is washed in hot soapy water, followed by running a cycle in a dishwasher, dried and stored away. Crockery is available in kitchen cupboards for up to 15 people, you will need to provide disposable cups etc for numbers above that. You must bring your own clean 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.

**SC12:**
We will have the right to close Pushkin House if there are safety concerns relating to COVID-19, for example, if someone who has attended the venue develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you 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.

**SC13:**
In the event of **someone becoming unwell with suspected Covid-19 symptoms while at Pushkin House you should remove them to a safe area.** Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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, and advise them to launder their clothes when they arrive home.

Inform Pushkin House Senior Operations Manager Alina Gainard, **IMMEDIATELY**, alina.gainard@pushkinhouse.org.uk

If the above conditions are not met you will be asked to leave the premises and no refund will be issued.