

Dear Hirer,

Haywards Heath Town Council will be re-opening the Town Hall to the public on the 3<sup>rd</sup> August 2020 with a limited capacity for the first month, along with plans for a 'new' form of full operation from the 1<sup>st</sup> September 2020. The Town Council will be offering the Town Hall for hire in line with Government Guidance and for your safety and that of Town Hall staff, HHTC will be requiring the following from all hirer, with NO exceptions.

**You will be asked provide in advance of hirings.**

**Risk Assessment** - A Covid-19 risk assessment for your activity must be provided to the Town Hall at least 24 hours prior to the date of the hire. Regular hirers can produce a one-off risk assessment that will be held on file. Ad hoc/ one off hirers must produce the Covid-19 risk assessment for each hire.

**Track and Trace** – Hirers must provide, on attending the Town Hall, a full list of the names of attendees with contact details. A telephone number and address are required. The hire cannot commence without the list being provided to reception staff and anyone refusing to part with this information will not be allowed in the Town Hall, or indeed will be asked to leave.

**Arrival** – It is asked that you and your colleagues do not arrive and enter the Town Hall until 10 mins before the hirer commences. All attendees must be in the Town Hall before the hirer commences at the stated start time otherwise, they may be refused entry.

**Departure** - No one should loiter socially within the Town Hall. Everyone must leave the building immediately at the end of the hire period.

**Please note;**

People must adhere to the one-way system as provided and must be aware at pinch points such as the stairs and toilet areas. Please give way to those leaving the building when you enter and please let people come down the stairs before moving up the stairs.

**All of your guests will need to be informed of the following rules at Haywards Heath Town Hall.**

- Sanitise your hands at the designated station before entry.
- Anyone refusing to give their details to Town Hall staff for track and trace requirements will be asked to leave the building.
- Follow the one-way system.
- Note and adhere to the advisory signage in place.
- Use the hand santiser dispensers located at the door to each room.
- The use of face masks is recommended in the building generally and during hires whenever possible.
- There is no facility for making tea and coffee at the present time, and hirers are not being offered the use of crockery, cutlery, glasses etc.

There will be a maximum number of people allowed in each room at any one time. On this basis the Town Council will show discretion with regards to hiring fees at the time the booking being made.

Council Chamber – Unavailable to hire.

Mayor's Officer – Unavailable to hire

Room 1 – TBC

Room 2 – TBC

Jubilee Room - TBC

Room 3 – Unavailable to hire.

To start a conversation regarding a hire please reply directly to person who sent you this information and/or email [town.clerk@haywardsheath.gov.uk](mailto:town.clerk@haywardsheath.gov.uk). Call 07384289668 up until the 2<sup>nd</sup> August 2020 and from the 3<sup>rd</sup> August please 01444 455694.