

**ADDITIONAL TERMS AND CONDITIONS**  
**FOR HIRING WESTRIDGE STUDIO relating to Covid-19**  
**(subject to change due to HM Government advice)**

**YOU** the hirer, will be **responsible** for ensuring those attending your event or activity **Comply With COVID-19 Guidelines** while entering, occupying, and exiting the Studio.

- Everyone attending should **wear a face covering** inside the Studio unless exercising.
- You must make sure that everyone likely to attend your 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**.
- If anyone develops **symptoms** within 7 days of visiting the Studio, they **MUST** use the **Test, Track and Trace** system (call 119) to alert others with whom they have been in contact and advise the Studio Management Committee via email.
- The hirer must keep a **record** of the name and contact telephone number or email address for all those attending your event for a period of 3 weeks after the event and provide this record to NHS Track and Trace if required. The hirer should also encourage members of their group to scan the **NHS QR code** displayed in the Studio using the **NHS Covid-19 app**.
- Everyone entering the Studio must use the **hand sanitisers** on entering and leaving.
- Ensure that everyone attending maintains a *minimum* of **2 metres social distancing**, as far as possible, at all times, and position furniture to facilitate this. Ensure that the current government recommendation for the maximum number of people attending a public gathering, at one time, is **NOT** exceeded (*this number is changing regularly*).
- **You** will be responsible for **cleaning door handles, light switches, window catches, equipment, toilet handles and toilet seats, wash basins** and all other surfaces likely to be used during your period of hire **before AND after** other members of your group or organisation arrive and leave. Keep the Studio clean through regular cleaning of surfaces during your hire, paying particular attention to **wash hand basins** and all **sinks** (if used), using the products supplied. Please take care cleaning electrical equipment – use wipes and **do not** spray water-based products!
- **You** will be responsible for the **disposal of all rubbish** created during your hire by placing it into the plastic bags supplied and then transferring these into the external bin.
- Ensure that only **one** person at a time is in the kitchen.
- Ensure social distancing when using the toilets. Stand 2 metres from the door to allow the occupant to leave safely.
- The Studio Management Committee encourages everyone attending an event or activity to bring their own food or drink with them where possible. The hirer should ensure that crockery is washed before it is used. If any cutlery/crockery belonging to the Studio is used, this must be washed thoroughly with hot soapy water and put away (wash everything before AND after use).
  - **The Westridge Trust** (registered charity no. 1169481) September 2020