**PAIGE ADAMS TRUST**

**COVID-19 Agreement for Civic Hall Totnes**

Users and hirers of the Civic Hall have responsibility for managing the risks arising from their own activities when they have control of the premises and should take account of the latest government guidance.

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by asking every participant in your event aged 16 and over to scan the NHS QR code using their NHS COVID-19 app or provide their name and contact details. Contact details should be kept for 21 days and you should assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

You must provide hand sanitiser for your event and everyone should be asked to use it during your event and when entering and leaving the building.

For events exceeding 25 participants your attendees must wear face coverings unless they have an exemption.

Certain groups of people are at increased risk of severe disease from coronavirus (COVID-19), including all people aged 70 or over. Such individuals should be advised to stay at home or special arrangements made to keep them safe if they are participating in the activity or event.

Individuals participating in activities at the Civic Hall should not attend if they are unwell with symptoms of COVID-19.

Hirers must provide a COVID-19 risk assessment detailing what arrangements they will be putting in place to keep participants and the public safe.

To protect public health and to ensure government requirements are being followed, spot checks will be carried out on events. If compliance with capacity numbers and mask wearing is not found to be enforced then the Trust will refuse any future bookings requested by the hirer.

**Agreement**

I confirm that I will adhere to the latest COVID-19 government guidance during our event at the Civic Hall and will

* Ensure all attendees correctly wear face masks when more than 25 participants and staff/stewards/volunteers are in attendance at the event.
* Provide hand sanitiser gel for use by attendees.
* Keep all areas well ventilated.
* Ensure all participants scan the NHS QR code or keep a temporary record of the contact details of all attendees for 21 days to assist NHS Test and Trace with requests for data if needed.
* Inform the Council immediately if they or any attendee at their event receives a positive COVID-19 test result.

Signed: …………………………………………………………………………. Date: ………………………………………..

Print name: …………………………………………………………………………………..