September 2020

**LEYTON CROSS SOCIAL CLUB**

**REGULATIONS DURING CURRENT COVID19 PANDEMIC**

**PEOPLE’S HEALTH AND WELL BEING ARE OF PARAMOUNT IMPORTANCE TO US AND WE HAVE THEREFORE MADE A FEW AMENDMENTS AND NEED TO STIPULATE A FEW NEW RULES TO COMPLY WITH GOVERNMENT GUIDELINES. AS SUCH WE WOULD ASK YOU TO READ THE FOLLOWING AND THEN SIGN BELOW BEFORE HIRING THE HALL**

1. Nobody should enter the premises if they feel unwell. If somebody falls ill at the club or after they return home, you must inform the Chair of the Committee immediately (tel: 07742101056) so that relevant steps can be taken.
2. Masks are mandatory at all times unless sitting down at a table or taking part in an organised activity.
3. Hands to be sanitised upon entry.
4. The maximum number of people permitted in the club is circa 40, provided you are able to maintain social distancing in accordance with government guidelines.
5. Please ensure people remember to socially distance at all times.
6. There will be no access to the kitchen unless agreed prior to the letting. If the kitchen is used it is essential that it is fully sanitised at the end of the letting.
7. There will be no access to our storage cupboard at the back of the hall. Please let us know prior to your event how many tables and chairs you would like left out for you.
8. Everyone entering the club should do so by the main door only
9. Everyone will need to use the QR code provided or sign a book on entry with time, date, your name and telephone contact number.. You will need to add the time you leave at the end of the event. This is to enable track and trace
10. People should be encouraged to leave their coats in their cars
11. Hand sanitisers should be provided by you for your group to use regularly.
12. Background music can be played.
13. If going out for a cigarette use the back door and walk round to the area outside the bar door. Re-entry by main front doors.
14. Where possible, doors and windows are to be opened to allow adequate ventilation. Please ensure they are all closed when you leave.
15. Only 1 person is allowed at a time in the toilets to maintain social distancing. Please follow instructions on toilet doors.
16. The bar will operate a table service only.
17. Please try and use card at the bar rather than cash
18. Buffets are prohibited. If you are providing food this should be individually wrapped for each person and delivered to their table.
19. Guests should be seated at tables and encouraged not to stand and chat, again to help with social distancing.
20. Exit of the club should be by the rear door to maintain a one-way system.
21. Please disinfect everything you use before you leave
22. All rubbish to be taken home with you
23. Club must be closed and empty by 10pm

Signed……………………………………………………………….. Dated ……………………..