

# Notice to Hirers

Re-opening September 2020



Art Workers' Guild Trustees

We will be re-opening the Guild in September and our rooms will again be available for hire. We look forward to welcoming you back.

In preparation, we have carried out a risk assessment on how the building should operate under the Covid-19 government guidelines. Our usual arrangements have been adapted accordingly.

## Room capacities and hiring rates

Our prices will be kept at the current rate until the end of 2020. The rate for hiring the Lecture Hall on its own (without the rest of the ground floor) is the same as for the other two rooms. Priority for the Lecture Hall will be given to meetings with larger numbers.

To maintain social distancing, the maximum capacity of the rooms has been limited as follows:

Lecture Hall – 40

Gradidge Room – 10

Master's Room – 6

Seating and tables (either theatre or boardroom style as required) will be laid out according to social distancing measures.

The cloakroom will remain closed. Visitors are asked to keep their belongings with them at all times.

## Entry, exit and navigation through the building

Masks must be worn inside the building. Please inform your participants of this, and provide spare masks if required.

If there is more than one meeting in a day, start and end times will be staggered.

A one-way system for entry and exit will be in operation.

A queuing system for entry will operate outside front door.

The front door will remain open at the start and end of meetings. Hirers must ensure that the door is manned and that people are signed in on arrival.

## Toilets

There is a queueing system for the toilets, with marks indicating social distancing. An enhanced cleaning regime is in operation. Visitors are asked to use the hand gel provided before entering and after washing their hands.

## Test and trace measures

We ask that hirers collect contact details for all those attending meetings at the Guild, record attendance, and share them with the Guild Steward. These records need to be kept for 21 days.

Hirers will be responsible for notifying the authorities if an attendee informs you that they have tested positive and provide their contact details as requested.

Please also inform the Guild Steward as soon as possible.

## Cleaning and hygiene measures

An enhanced cleaning and hygiene regime is being followed, with an emphasis on key touchpoints throughout the building.

Please keep windows and doors open to encourage ventilation, even during meetings. No fans allowed.

## Food and drink

We will not be providing food or drink, but you may bring your own food and refreshments to be served **in the meeting room only and at your own risk**. We will provide paper plates and cups, and an urn of hot water. Hirers will be responsible for ensuring that all rubbish is disposed of in the bins provided in each room.