



6 New Road, Upwell, WISBECH CAMBS, PE14 9AB  
Tel 01945 774060 or email [upwellhall@gmail.com](mailto:upwellhall@gmail.com)  
Hours: 9am - 5pm Monday to Saturday.

## COVID 19 SUPPLEMENTARY CONDITIONS OF HIRE

**ALL HIRERS SHOULD BE AWARE OF NATIONAL GOVERNMENT  
BEST PRACTICE GUIDELINES FOR THEIR TYPE OF MEETING.**

TRACK AND TRACE IS STILL REQUIRED FOR OUR COMMUNITY HIRING AND  
THEREFORE THE HIRER IS RESPONSIBLE FOR PROVIDING CONTACT DETAILS  
FOR ALL ATTENDEES TO THEIR EVENT.

IF YOUR GROUP HAS MORE THAN ONE SESSION IN A HIRING SLOT, YOU ARE  
RESPONSIBLE FOR THE SANITISING CHAIRS / SURFACES / TABLES BETWEEN  
EACH SESSION.

IT IS RECOMMENDED THAT WINDOWS BE OPEN TO INCREASE VENTILATION.

**SHOULD ANYONE BECOME UNWELL, PLEASE USE THE  
COMMITTEE ROOM,  
WHERE THEY SHOULD WAIT FOR TRANSPORT HOME. DISPOSABLE  
GLOVES, APRONS AND HAND GEL ARE AVAILABLE FOR USE.  
PLEASE DISPOSE OF IN THE BLACK BIN BAG PROVIDED.**

**CONTACT DETAILS ARE TO BE LEFT WITH THE ORGANISERS /  
LEADERS OF THE GROUP, WHO SHOULD NOTIFY UPWELL HALL.**

OUR CLEANING STAFF WILL ATTEND BETWEEN HIRINGS DURING THE DAY TO CLEAN.

David Aston - Hall Manager

On Behalf of Upwell Village Hall.