

# Neuadd Goffa Criccieth Memorial Hall

## Keeping us Safe

Croeso Welcome

This is the addendum to the booking conditions and extant Policies and Procedures of Neuadd Goffa Memorial Hall Criccieth

All Booking Conditions; Policies and Procedures, including this one are subject to U.K. Government, Welsh Government, Gwynedd Council and any other relevant legislation, rules and regulations

The Hirer must read, understand and comply with all current rules and regulations including this addendum, providing a copy of their written Risk Assessment to the Booking Officer, before the booking may be accepted. This applies to all hirers pre-existing or otherwise

It is the hirer's responsibility to take all precautions necessary and to comply with all regulation

The Memorial Hall will be as compliant with regulations as possible and will be cleaned before and after use

The double doors into the Hall and to exit the Hall will be kept fastened and kept open

Hirers of the Hall must be aware of their responsibilities i.e.

Social distancing;

Masks if required

Encouraging the use of regular hand sanitizing

Recording the attendance of **all** present. Hirers must keep approved records with contact details that must be available to be inspected by Hall staff, in accordance with Track Trace & Protect

We're sorry but we have to do this, to keep you and us safe,  
in these strange and frightening times.

Thank you for your cooperation and for coming back

This addendum must be signed and dated by any hirer and returned to the Booking Officer, before the booking can be accepted

Signed.....

Dated.....

For and on behalf of ..... Group/Organization