

**Addendum to Terms and Conditions of Hire, and Guidance for Gallery Hirers**

**Additional Terms and Conditions of Hire**

1. The Hirer is to share their risk assessment with Inspire at least a week before the hire takes place.
2. The Hirer is responsible for the adherence to legal requirements and government guidance for all attendees while hanging /displaying of works or removing works. This includes, but is not limited to:
	* social distancing requirements
	* compliance with test and trace requirements
	* rules about numbers of attendees according to the purpose of the hire
	* the wearing of face coverings, unless the person is exempt, whilst on library/archive premises.

The latest information and guidance is available on the government website https://www.gov.uk/coronavirus.

1. All Inspire Covid procedures and requirements, communicated in advance or during the course of the hire by any member of Inspire staff, must be complied with.

**Guidance for Gallery Hirers**

1. Please prepare a risk assessment that sets out the actions that you will take to manage the risk to yourself and others whilst the Hire takes place. You can use our template to help you. Please submit this at least 1 week before your Hire of the gallery is due to take place, so that our staff can check it.
2. Please ensure that all attendees to the gallery for purposes of hanging/displaying of your works and removal of works are aware of Covid symptoms, and that they should not attend if they are feeling symptomatic.
3. Please be aware of the latest government guidance and legal requirements that may affect your hire including the hanging/displaying and take down of your works. These include but are not limited to:
	* social distancing requirements
	* compliance with test and trace requirements
	* rules about numbers of attendees according to the purpose of the hire
	* the wearing of face coverings, unless the person is exempt, whilst on library/archive premises.

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1. Inspire have implemented a number of measures to help you to stay safe:
* Hand sanitiser is provided throughout the building
	+ Ventilation has been increased
	+ Cleaning has been increased, and all touch points will be cleaned regularly. Please do not bring your own cleaning materials unless this is agreed with a member of staff and a COSHH form has been completed
	+ Access to toilets is limited. Please discuss your requirements with a member of staff
	+ Capacities in buildings and galleries have been reduced to enable 2m social distancing to take place
	+ The number of attendees allowed in the gallery for the purposes of hanging/displaying of works and their removal at the end of the hire will be communicated prior to the hire
1. Please help stop the spread of the virus by
	* Ensuring attendees sanitise their hands between using shared equipment.
	* Consider one of the attendees only using a piece of equipment e.g. the gallery ladder (where applicable)
	* Leaving any open windows open to ensure ventilation
	* Ensuring any rubbish is placed in the rubbish bins by the attendees