



Dear Hirer,

Covid 19 Restrictions

Thank you for your interest in booking a room at the Civic Hall. Please find attached a booking form and Hirer's information pack.

We are open during the pandemic but are adhering strictly to the Government restrictions and guidelines. Your safety and the safety of our staff members are our main priority.

Please help us by abiding by all requests and signage throughout the building and by wearing a mask whilst you are travelling through the building (unless you are exempt).

Included in this pack are some Health & Safety guidelines that must be followed at all times whilst you are in the building. Please do not be offended if a member of staff asks you to comply with them.

Unfortunately, until further notice the following facilities are not available:

- Photocopying/Printing Service
- Use of the kitchen area
- Hiring of the Bar
- Tea and Coffee facilities for meetings
- Hire of the hall or rooms for children's parties

To adhere to social distancing guidelines of 2m, we have had to reduce the capacity of our rooms. The maximum capacity is as follows:

Small meeting rooms – 6 people max

Chamber – 15 people max

Hall – Currently unavailable due to the NHS carrying out vaccination clinics.

The above list is not exhaustive and are subject to change along with government guidance.

Thank you for your continued support at this difficult time.

Keep safe

Haf Barlow

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Town Clerk

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