

Special Conditions of Hire during COVID-19 as at 30-07-20

1. You, the hirer, will be responsible for ensuring those attending your activity comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed in the hall. In particular using the hand sanitiser supplied when entering the hall and after using tissues.
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided a copy.
3. You will be responsible for cleaning door handles, light switches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group arrive and to keep the premises clean through regular cleaning of surfaces during your hire. You will be required to clean again on leaving. **Please take care when cleaning electrical equipment and light switches Use cloths – do not spray.**
4. You will make sure that everyone likely to attend your activity understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
5. You will keep the premises well ventilated throughout your hire where possible. You will be responsible for ensuring they are securely closed on leaving.
6. When each hall is hired separately **NO MORE THAN 25 –LARGE HALL OR 12- SMALL HALL** can attend your activity (including yourself). If both Halls are hired then the **MAXIMUM IS 30 PEOPLE** (including yourself) .This may be further reduced by your relevant governing body's guidance. You will ensure that everyone attending maintains social distancing and as far as possible when using more confined areas (e.g. in corridor or moving and stowing equipment). You will make sure that no more than 2 people use the Ladies toilet and only 1 in the Gents at one time.
7. You will ensure that people do not congregate in the Entrance Hall when waiting to attend an activity or when collecting children from an activity. PLEASE WAIT OUTSIDE OR IN YOUR CAR.
8. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19. For some people, passing in a confined space is less risky, but for older people that should be avoided.
9. You will position furniture or the arrangement of the room as far as possible to facilitate people sitting side by side rather than face to face.

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10. You are asked to keep a record of the name and address and contact telephone number/email of those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace. **This is new in regs 20-07-20**
11. You will be responsible for the disposal of all rubbish created by your hire, including tissues and cleaning cloths, in the rubbish bag provided and **take this bag away with you at the end of hire.**
12. The kitchen will be open but the crockery and cutlery will not be available (the cupboards will be sealed off). The kitchen is **NOT** be used for food preparation. Please bring your own cups, the kettle and water boiler will be available for use. We will provide you with washing up liquid and dishcloths. We encourage all users to bring their own food and drink. Only 1 person in the kitchen.
13. Only a limited number of chairs will be available, the remainder will be taped off.
14. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should immediately ask them to leave. Ensure you have the contact details of all in the group if you do not already have them and ask all to leave the premises observing the usual hand washing and distancing procedures and advise them to launder their clothes when they arrive home.

Inform the Village hall booking Clerk Sarah Barnes on 07463 118634 or email Village.Hall@hotmail.com.
15. You will ensure that any equipment you provide is cleaned before use and before being stored away in the hall's storage areas. Please use your own products to clean and sanitise your stored items.
16. You will ask those attending who bring their own equipment to make sure that it is clean and sanitised and not to share it with others. People should come appropriately dressed for your activity. They must not get changed in hall or toilets.
17. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g refrain from playing music or broadcasts at a volume which makes normal conversation difficult. **This is new in regs 20-07-20**
18. Where a sports, exercise or performing arts activity take place you will organise your activity in accordance with guidance issued by the relevant governing body for your activity. **This is new in regs 20-07-20**