



VILLAGE HALL

Registered Charity No 1199570

## **Special Conditions of Hire during COVID-19 or similar pandemics**

These conditions are supplemental to, not a replacement for the standard conditions of hire. These special conditions were produced from advice generated during the 2020-2 covid-19 pandemic but have been adopted to cover any similar infectious pandemic. The document therefore references covid-19 but is relevant to other infectious diseases, and may have to be amended to cater for changed circumstances.

The following conditions have been agreed by the trustees and will be implemented if national circumstances demand. The objective being to maintain a safe environment which will support hirers in their use of the hall.

A hirer's will be issued before the hire. One objective of the questionnaire will be to identify areas that can be isolated from the hire – potentially the main store, kitchen and the two small toilets leaving access to the disabled toilet only. Access to the cleaner's store will be restricted to emergency access only.

The trustees reserve the right to close the hall at their discretion based on criteria such as updated advice from HMG, outbreaks of covid within groups that have previously hired the hall or failure of hirers to comply with the conditions set by the trustees. In these circumstances, hirers will be advised as soon as possible and no charge will be made.

### General.

The hall will be closed on a day to day basis and will only be opened when a pre-booked activity is to take place.

The hirer will ensure that everyone likely to attend the activity or event 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. To assist with any need for the test, track and trace system to be operated the hirer must retain a record of those attending the function. This record must be retained for at least 21 days and must include name, address and a telephone contact.

The hirer, will be responsible for ensuring those attending the activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall. The guidelines are shown on the attached poster which is displayed in the lobby. In particular using the hand sanitiser supplied when entering the hall, social distancing, following the "Catch it, Kill it, Bin it" strategies is essential.

If anyone becomes ill whilst attending a function they should be isolated in the south west corner of the hall. A plastic chair, tissues, wipes, sanitiser and paper towels are supplied. Any waste should be placed in a plastic bag and separated from other items. The hirer should inform the bookings secretary of the event.

The hirer undertakes to comply with the actions identified in the hall's risk assessment/Health & Safety Plan, a copy of which will be provided.

### Access.

In the foreseeable future booking will only be taken from small groups. Numbers attending any function will be agreed with the hirer and will be limited and adjusted to comply with guidelines provided by HMG/CFY.



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Hirers will be required to ensure that when entering and exiting the building social distancing guidelines are followed. Use of the main entrance and fire escapes facilitates ventilation and a one way system.

The hirer must 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, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilet, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

The hirer will be required to confirm that any restrictions established by the trustees are acceptable. Acceptance of the restrictions imposed will be deemed to have been confirmed if the hirer goes ahead with the hire.

Hirers must keep the premises well ventilated throughout the hire, with windows and doors open as far as practicable. The hirer will be responsible for ensuring they are all securely closed on leaving.

## Equipment.

The hirer will be required to identify what equipment is to be used, this includes tables and chairs. Trustees will arrange for the required equipment to be made available in the hall and the hirer will be required to leave it in the hall after use in order that it can be thoroughly cleaned before being stored.

The hirer will position furniture or arrange the room as far as possible to facilitate people seating side by side with at least one empty chair between each person. If tables are being used, they must be placed so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

## Kitchen.

Hirers will be excluded from using the kitchen unless agreed when the hire is arranged or in an emergency. If used because of an emergency, hirers must provide details to the trustees. If arrangements are made for the kitchen to be used during the hire, the trustees will ensure that it is handed over in good order. The hirer will be required to sanitize all surfaces to be used and to clean them off after use. It is recommended that only one person or two people from the same family are in the room at any one time.

If food or drink is to be provided hirers should, unless alternative arrangements are agreed with the trustees, provide their own pre-prepared consumables and tea towels.

If crockery, cutlery etc is used the hirer will be asked to place all used items in a dishwasher. The trustees will arrange for the dishwasher to be operated and will ensure that the cycle is completed.

Hirer's are requested to provide their own tea towels.

## Cleaning.

The hall will be cleaned before the hire. The hirer will be responsible for cleaning all regularly used surfaces during the period of hire (including tables, wash hand basins, door handles) using the products supplied.



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Please take care cleaning electrical equipment. Use cloths - do not spray!

Cleaning and sanitising materials will be provided for hirers who will be asked to satisfy themselves that they are minimising surface contact and to wipe down/clean surfaces before and after use during their hire. These materials will be placed in the lobby.

A hand brush and dustpan plus paper towels will be left on a window ledge in the hall.

Soap, disinfectant cleaning spray and paper towels will be left in the kitchen.

Rubbish.

The hirer will be responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths, in the rubbish bags provided in the hall before they leave.