



Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's standard conditions of hire.

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues. You are also responsible for ensuring that all Government guidance applicable nationally or locally, in effect at the time the event takes place is followed.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, which is available to view on the Village Hall website under the 'bookings' tab (www.plumleyvillagehall.co.uk/bookings).

SC3: The hall, foyer, toilets & kitchen will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.

NOTE: You must always clean any equipment or furniture, whether belonging to the group or to the hall, taken out of storage areas, both before you use it & when you return it to storage areas.

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

SC4: You will make sure that everyone likely to attend your 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.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 30 people at 2 metre, including organisers & demonstrators, attend your activity/event, in order that social distancing can be maintained and that the 'rule of 6' is observed. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than 1 person use each suite of toilets at one time.

SC7: 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, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, 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.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 1 metre plus across the table between people who are face to face e.g. using a wide U-shape.

SC9: You are asked to keep a record of the names, contact phone or email of all those who attend your event for a period of 3 weeks after the event and to provide the record to NHS test & trace if required.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall. Rubbish bins are located outside the kitchen door, please use the correct bin.

SC11: You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. **You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away.**

We will provide washing up liquid and washing up cloths.

SC12: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the **designated safe area which is the Committee Room**. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform Pam Arnfield on 0776 176 4206 immediately.

SC14: You will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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.

Please sign & return these special conditions along with a copy of your groups Risk Assessment before your first meeting:

Signed:.....

date:

Group represented:.....