

# **Umberleigh Village Hall**

*Bringing the community together*

## **Special Conditions of Hire during COVID-19**

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary 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 sanitizer supplied when entering the hall and after using tissues. One person nominated by the hirer will open the main door of the hall in order to gain access and lock them behind them. The double doors from the car park will be opened as the entrance for all other users. The exit will be via the fire door on the railway side of the hall.

IT IS NOW A REQUIREMENT TO WEAR FACE MASKS INSIDE THE HALL

YOU ARE REQUIRED TO RECORD NAMES AND CONTACT DETAILS OF ALL ATTENDEES AND KEEP THESE DETAILS FOR THREE WEEKS FOR TEST AND TRACE PURPOSES.

### **SC2:**

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

### **SC3:**

The hall will be cleaned before your 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 the products supplied by The Village Hall which can be found in the bar room.

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.

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## **SC6:**

You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. 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 one person uses each suite of toilets at one time. Use of paper towels is preferable to the electric hand driers.

## **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 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. A simple system will be in place to ensure that only one person at a time uses the toilets and their access corridor. All users must use this system.

## **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 2 metres across the table between people who are face to face e.g. using a wide U-shape .

## **SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided by the exit door before you leave the hall.

## **SC10:**

THE KITCHEN AND ITS FACILITIES WILL BE CLOSED. You may bring your own refreshments.

## **SC11:**

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.

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## **SC12:**

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 right hand stage wing where there will be tissues and a bin and plastic bag, and an electric kettle to produce 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 the hall cleaner on 01769 540602

## **SC13:**

Other special points as appropriate.

E.g. For performances and other events with seated audiences: [You will provide attendants 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].

E.g. Where a group uses their own equipment:

[You will ask those attending to bring their own equipment and not share it with other members] or [You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards].

TO ASSIST YOU TO COMPLY WITH ALL THE ABOVE REGULATIONS YOU CAN ARRANGE A MEETING AT THE HALL PRIOR TO YOUR BOOKING WITH THE BOOKING CLERK GEOFF SHALLCROSS 01769 540644 OR 07989 672296

PLEASE SIGN AND RETURN THIS FORM TO BOOKING CLERK TO CONFIRM THAT YOU HAVE READ AND AGREED TO THESE CONDITIONS

NAME:

BOOKING DATE:

ORGANISATION:

DATED: