

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.

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a Covid-19 Test.

SC5:

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

Umberleigh Village Hall

Bringing the community together

SC6:

You will ensure that no more than 60 people attend your activity/event, in order that social distancing can be maintained. You will encourage social distancing between individuals or groups is maintained by everyone attending as far as possible, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures such as face coverings when using confined areas e.g. moving and stowing equipment, accessing. 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 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 compromising social distancing.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing with mitigation such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, face coverings and good ventilation. If tables are being used, you are advised to place them so as to maintain social distancing across the table between people from different households who are face to face e.g. using a wide U-shape .

SC9:

You are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or at least one member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the Hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the Hall's NHS QR poster or your own NHS QR poster.

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 by the exit door before you leave the hall.

SC11:

Whilst the kitchen is now open, users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should, if possible, be consumed while seated. The maximum number of

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people in the kitchen at any one time is 3. The kitchen should be cleaned by the hirer prior to and after use.

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 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 handwashing. 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

SC14:

For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19, 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 the toilets in the interval row by row.

SC15:

In order to avoid risk of aerosol or droplet transmission please 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.

SC16:

Other special points as appropriate.

E.g. Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

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.

Umberleigh Village Hall

Bringing the community together

SC17:

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

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: