



FVH

SPECIAL CONDITIONS OF HIRE DURING COVID-19

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

ALTHOUGH EVER EFFORT WILL BE MADE TO ENSURE THE HALL IS CLEANED AND SANITIZED BEFORE USE, THE TRUSTEES CANNOT GUARANTEE THE HALL WILL BE COVID 19 FREE

SC1:

You, the hirer, will be responsible for ensuring those attending your activity/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 the security of the hall and are to ensure no visitors outside those attending the activity/event enter the hall.

SC2:

Face Coverings should be worn by all (except those with exemptions or where other government guidance applies to the activity) on entry, exit and during the activity except where individuals are eating and drinking.

SC3:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. Along with the COVID 19 Special Conditions supplement you are to acknowledge receipt of both of these additional booking requirements by signing these Special Conditions at the end of this notice. Notwithstanding the Hall will be cleaned in accordance with current COVID 19 guidelines, given the nature of the pandemic it is impossible for us to guarantee that the Hall will be free of the virus and consequently we rely upon hirers and users alike to observe procedures and act prudently.

SC4:

The hall will be cleaned before your arrival and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door and window handles) using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment. **Use cloths and do not spray!**

SC5:

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. This means contacting the event/hire organiser and the hall manager on 01980 671087

SC6:

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.

SC7:

You will ensure that no more than [24] people attend your activity/event in the Main Hall and [] in the Function Room, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. **You are to ensure your those attending the hire are aware that no more than two people use each suite of toilets at any one time.**

SC8:

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 at least 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 vulnerable people that should be avoided.

SC9:

You **MUST** 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 a member of any group of up to 6 people 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 position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people or 1m with mitigation measures 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 will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC11: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided and place them in the wheeled refuse bin outside before you leave the hall.

SC12:

There will be NO FVH catering facilities available, including crockery, cutlery, tea towels, refrigeration and automatic dish washing facilities during the ongoing COVID 19 covered period. It is therefore recommended hirers bringing food and drink on to the premises should do so by using disposal plates, cups and cutlery etc.

SC13:

The FVH Trustees or Managers 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.

SC14:

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 store room adjacent to the stage. A COVID 19 First Aid Box will be provided with the necessary resources and instructions on what to do. This will include plastic bags, and a bowl for warm soapy water for handwashing, hand sanitizer and paper towels. Update the contact details of those attending before they 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 manager on 01980 671087 and send them an up to date list of those attending as soon as possible.

SC15:

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.

SC16:

Groups who use their own equipment are responsible for cleaning it before and after use.

Other special points as appropriate. 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.

SC17:

Where a sports, exercise or performing acts activity takes place the activity is to be conducted in accordance with guidance issued by the relevant governing body.

SC 18:

Closing: Provision of food and drink MUST cease by 10pm. Any bar, dinner or similar activity MUST close by 10pm.

I have read and understood the COVID 19 Special Conditions of Hire and acknowledge they are in addition to the standard conditions of hire and agree to abide by both documents.

Name (Print).....

Sign

Dated: