



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) in confined spaces.

SC3:

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

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST seek a COVID-19 test**, 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 [] people attend your activity/event in the Main Hall and [] in the Function Room, in order that social distancing can be maintained. You will encourage social distancing between individuals and groups is maintained by everyone attending as far as possible, that they observe any 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 more confined areas e.g. moving and stowing equipment, accessing toilets. **You are to ensure 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 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 compromising social distancing.

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. 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 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 are advised to 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:

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.

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. Organised activities should be conducted in accordance with the guidance issued by the relevant governing body for your activity or sport.

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: