



FVH

Special Conditions of Hire during COVID-19 – February 2022

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

While the Government has signaled the ending of COVID 19 restrictions from 24th February you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

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:

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

SC3:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises, they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

SC4:

You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving. Please take care cleaning electrical equipment: Use cloths - do not spray!

SC5:



You will keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6:

You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise 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.

SC7:

You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

SC8:

You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing.

SC9:

You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided and placed in the wheeled refuse bins by the entrance gate before you leave the hall.

SC11:

Food or drink should if possible be consumed while seated.

SC12:

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 attending the hall develops symptoms and cleansing is required, if it is reported these Special Hiring Conditions are not being complied with or in the event that public buildings are required or advised to close again. If that is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g. refrain from playing loud music at a volume which makes normal conversation difficult.



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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.

SC15:

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: