



## STOKE ROW VILLAGE HALL SPECIAL CONDITIONS OF HIRE DURING COVID-19

1. 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. Please ensure you check government guidelines prior to the start of your event. There is a poster (attached) which is also displayed at the hall entrance, that shows current recommendations in particular using the hand sanitiser (supplied) when entering the hall and after using tissues.
2. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!
3. 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** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test.
4. 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
5. You will ensure that no more than **18** people attend your activity/event in the Main Hall in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 or two households and those 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 will make sure that no more than 1 persons use each suite of toilets at one time.
6. 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, kitchen 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.
7. 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 2 households, 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.

## **SPECIAL CONDITIONS OF HIRE DURING COVID-19 CONT.**

- 8.** 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 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.
- 9.** Please ensure that you leave sufficient time between groups to allow you to clean the hall and to prevent the cross over of attendees and inter-mingling on-site.
- 10.** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.
- 11.** Users are encouraged to bring their own drinks and food. If food or drink is being served it must be served only at tables or as a takeaway service. Provision of food or drink **MUST** cease before 10pm (i.e. be cleared away by then). If food and drink is served at tables you **MUST** ensure there is no mingling between groups at different tables, which must be seated in accordance with item no. 5. Hirers are asked to bring and use their own tea towels.
- 12.** 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.
- 13.** 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 back room. Provide tissues and a bin or plastic bag, and 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 one of the hall trustees on 01491 681282.
- 14.** Other special points as appropriate. 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. 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.
- 15.** You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.
- 16.** Closing: Provision of food and drink **MUST** cease by 10pm. Any bar, dinner or similar activity **MUST** close by 10pm.
- 17.** Hirers are requested not to exchange cash on the premises, where possible to arrange a cashless payment system to attend your event. In the exceptional circumstances that cash donations/payments are made, these are to be handled by one individual wearing gloves.

**I agree to abide by the above Conditions of Hire**

Name .....

Signed .....

Date .....

**Please sign and return one copy**

**Thank you for your co-operation and we hope you have an enjoyable event.**