

## **GOODRICH VILLAGE HALL TRUST**

### **SPECIAL CONDITIONS OF HIRE DURING COVID 19**

**Note: These conditions are supplementary to and not a replacement for the hall's ordinary conditions of hire.**

#### **SC1:**

You must keep a record of the name and contact telephone number or email of everyone attending your event/activity and keep the contact details of all attendees for 21 days after the event and provide a record to NHS Track and Trace if required. (People are not obliged to provide details.)

#### **SC2:**

You must make sure that everyone likely to attend your event/activity understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms within the last 14 days, and that if they develop symptoms within 14 days after attending the event/activity, they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact and let a member of GVHT know immediately. Contact numbers are listed at the end of this document.

#### **SC3:**

You, the hirer, will be responsible for ensuring those attending your event/activity comply with the COVID-19 Secure Guidelines while entering and occupying the hall as displayed on the poster which is at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

#### **SC4:**

You are required to carry out a risk assessment for your event/activity and provide a copy to GVHT.

#### **SC5:**

If your group has insurance cover, you need to check cover regarding claims against you in relation to COVID 19. In the event of having to cancel your booking due to Government or health restrictions, GVHT liability will be limited to refund of hire charge or deposit paid.

#### **SC6:**

You undertake to comply with the actions identified in the hall's risk assessment which is attached to this document and on the Village Hall website. It will be updated from time to time as necessary.

#### **SC7:**

You will keep the premises well ventilated throughout your event/activity, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC8:**

You will be responsible for cleaning door handles, power sockets, 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. Use the products supplied which will be in a box labelled 'Hirer's Cleaning Materials' located on a shelf under the kitchen sink. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths and do not spray!

**SC9:**

You will ensure that no more than the maximum number of people agreed with the Bookings Secretary at the time you make the booking attend your event/activity in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes any one-way system that might be in place within the premises and, as far as possible when using more confined areas e.g. moving and stowing equipment, that this should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

**SC10:**

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 or 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.

**SC11:**

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

**SC12**

In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people unduly raising voices to each other, eg refrain from music or broadcast at a volume which make conversation difficult

**SC13**

Where a sports or exercise activity takes place, you will organise it in accordance with the relevant governing body for your sport or activity.

**SC14**

The Government has made it **mandatory** that everyone attending an activity or event at a village hall must wear a face covering which may only be removed for eating or drinking. In addition, if undertaking an activity or exercise where the wearing of a face covering would negatively impact the ability to do so, face coverings may be removed.

**SC15**

Where a group uses particular equipment eg sport or exercise activities, you will ask those attending to bring their own equipment and not to share it with other members. Where it is necessary to share larger and more expensive items of equipment which it is not feasible for individual group members to own, such items must be cleaned before and after use.

**SC16:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, using the rubbish bags provided in the box labelled 'Hirer's Cleaning Materials'. Please take your rubbish home.

**SC17:**

The kitchen and all catering equipment will be out of use for the time being. Please bring your own food, drinks and utensils and take them home.

**SC18**

In the event of someone becoming unwell with suspected COVID 19 symptoms, you MUST send them home immediately. You MUST ask others in your group to provide contact details if you do not already have them and then leave the premises, observing the usual hand sanitising and social distancing precautions. Advise them to launder their clothes when they arrive home. You MUST inform one of the Trustees listed at the end of this document.

**SC19:**

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.

I have read and understand the Special Conditions listed above:

Hirer Name ..... Signature..... Date.....

GVHT Name..... Signature..... Date.....

**Village Hall Trustees Contact details:**

Ken Gort	07522 955859	Janet Sheldon	01600 890530
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