

## **GOODRICH VILAGE HALL TRUST**

### **Special Conditions of Hire from 27 January 2022 (COVID-19)**

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

#### **SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with COVID-19 Secure advice 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. The wearing of face coverings is no longer mandatory whilst in the Hall. Hirers and users are recommended to continue wearing face coverings unless the individual is exempt on medical grounds or engaged in an activity such as Pilates, Yoga, Table Tennis, Parish Council meetings, organised exercise classes, taking refreshments (the list is not exhaustive).

#### **SC2:**

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.

#### **SC3:**

Hirers and users are expected to clean periodically surfaces that people touch regularly by using the provided antibacterial cleaner (materials and PPE in box in kitchen 'Hirer's Cleaning Materials').

Please take care cleaning electrical equipment. Use cloths - do not spray!

#### **SC4:**

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow in fresh air. You will be responsible for ensuring they are all securely closed on leaving.

#### **SC5:**

As far as possible you will encourage people to avoid or minimise close contact with those they do not live with. The number of attendees should be managed to avoid overcrowding.

#### **SC6:**

You are asked to arrange the room as far as possible to minimize close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, encouraging face coverings, maintaining good ventilation. If tables are being used for a meeting a wide U-shape is advisable.

#### **SC7:**

You are recommended 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 (or at least one member of any group of up to six people or two 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.

**SC8:**

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

**SC9:**

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.

**SC10:**

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. You will ask those attending to bring their own equipment and not share it with other members. Please 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.

**SC 12**

You will encourage all those attending your activity to wear a face covering (unless medically exempt) when moving around the hall, moving and stowing equipment and using confined areas such as toilets and corridors.