**Erpingham with Calthorpe Village Hall**

**Special Conditions of Hire during 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 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.

**SC2:**

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

**SC3:**

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, taps and wash basins, any chairs used 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 the cleaning cupboard in the hall). You will put all used wipes in the Covid-19 bin in the Disabled toilet. You will be required to clean again on leaving.

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

**SC4:**

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

**SC5:**

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

**SC6:**

You will ensure that no more than the appropriate number of people attend your activity/event, in order that social distancing can be maintained. You may wish to organise advance bookings to ensure this number is not exceeded.

You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas moving and stowing equipment, accessing toilet (which should be kept as brief as possible).

**SC7:**

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.

**SC8:**

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 up to two 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, and good ventilation. 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.

**SC9:**

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. A supply of Contact sheets will be made available just inside the hall for this purpose.

**SC10:**

You will ensure all users put waste in the waste bin in the Disabled toilet (this will be the only toilet open for the time being). You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, by tying the top of the bin bag in the Disabled toilet and putting it in the COVID-19 Quarantine bin in the hall when you leave. A new bin bag must be put in the waste bin in the Disabled toilets.

The COVID-19 Quarantine bin will be emptied regularly by a Trustee or volunteer in the recommended manner.

**SC11:**

The kitchen will remain closed when the hall first re-opens. If and when it does re-open, you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths and hand sanitiser. You will limit the number of people in the kitchen to no more than 3 at a time and they must ensure they obey social distancing requirements.

**SC12:**

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.

**SC13:**

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 on the stage. Provide tissues ensure they use the bin situated there for any waste. You must put this bin bag in the COVID-19 Quarantine bin in the hall when you leave. Provide a bowl of warm soapy water for handwashing. Ensure all users have provided contact details on the Contact Sheet and leave the premises, observing the usual hand sanitising and social distancing precautions. Advise them to launder their clothes when they arrive home. Inform the person that they are required to have a test and if the result is positive inform Track and Trace immediately.

**SC14:** Bookings for large social gatherings e.g. parties will not be taken at present.For events of 20-30 people, you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent larger gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use the toilet in the interval row by row.

**SC15:** Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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:**

Where your group uses your/their own equipment:

You will avoid using equipment, which is difficult to clean, as far as possible.

Where possible, you will ask those attending to bring their own equipment and not share it with other members.

You will ensure that any equipment you provide is cleaned before use and before being stored in the hall’s cupboards.

Jinny Wells,

Chair of Erpingham with Calthorpe Village Hall

Please complete the following and return to John Snelling, Horseshoes, The Street, Erpingham, NR11 7QB or confirm by e-mail to johnsnelling0@gmail.com

I/we agree to the above Covid-19 Special Conditions of Hire.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club/Society

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_