

INGHAM 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 Guideline 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:

The hall will be cleaned before you arrive and if you feel it necessary will be responsible for cleaning any regularly used surfaces during your period of hire with your own ordinary domestic products. 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 well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring that windows are closed and locked and doors securely closed on leaving.

SC6:

You will ensure that no more than 20 people attend your fitness activity or 25 people at a seated event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible in more confined areas which should be as brief as possible. If dropping off or collecting someone from an activity they should wait outside or in their car **NOT** in the entrance lobby. Observe the one way entry/exit. You will make sure that no more than one person uses the toilet area at one time.

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. 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 people seating side by side, with at least an empty chair between them, rather than face to face. If tables are being used you will place them so as to maintain a distance of 2 metres across the table between people who are face to face.

SC9:

Please leave all rubbish created during your hire in appropriate bins before you leave.

SC10:

You will be responsible, if food or drinks are made, for leaving crockery/cutlery etc used out on the worktop for the attention of the cleaner.

SC11:

We will have the right to close the hall if there are safety concerns relating to COVID-19 eg 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 the 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.

SC12:

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 corner of the hall near entrance to toilets. Provide tissues and a bin or plastic bag, a bowl of warm soapy water for handwashing. 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 the bookings secretary on 01692 580202.

SC13: Other special points:

For events with a seated audience those attending should seat themselves furthest from the entrance on arrival and you should invite people to use toilets in the interval row by row. Where a group uses their own equipment stored at the hall they must ensure it is cleaned prior to and after use.