

Galhampton Village Hall

SPECIAL CONDITIONS OF HIRE DURING COVID-19 v3 Tier 2

Please Note: These conditions are in addition to, not a replacement for, the hall's ordinary conditions of hire.

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the Government's COVID-19 Secure Guidelines relevant at the time of hire. This covers entering and occupying the hall, as shown on the attached poster displayed at the hall entrance and includes; on entry and exit, use of hand sanitiser and wearing a face covering and; at all times maintaining safe social distancing, unless specifically exempt by government guidance.
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
3. 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 the products supplied at the back of the hall. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!
4. You will make sure that everyone likely to attend your activity or event understands:
They **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms within the last 48 hours.
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 and they **MUST** get a COVID-19 antigen test.
5. 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 they are all securely closed on leaving.
6. You will ensure that only the agreed number/relationship groups of people attend your activity/event, in order that safe social distancing can be maintained.
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 (e.g. moving and stowing equipment) which should be kept as brief as possible.
7. You will make sure that no more than one person accesses the available backstage toilet at any one time (NB 1. The light operates automatically and 2. There is currently no access to the disabled toilet – please contact us before the event to make arrangements, if you believe this will be necessary)
8. 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.
9. The arrangement of the room should as far as possible 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. Where tables are being used, they will be placed 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.

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10. From 24th September the Regulations for the Collection of Contact Details require every hirer or organisation using a community hall to comply with the obligation to register for an NHS QR code, display the official NHS QR poster and keep records for Test and Trace. This means as a user; **either** you obtain your own code and poster, and require your users to scan before their activity starts; **or** you use the Galhampton QR code poster yourself and continue to make a record of the name and contact telephone number or email of all those who attend your session and keep it for a period of 3 weeks after the event to provide the record to NHS Track and trace if required.
11. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bin bags provided at the back of the hall.
12. You will encourage users to bring their own drinks and food – there is currently no access to the kitchen.
13. 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.
14. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated quarantine area which is the office where there is a Covid first aid kit, sink, soap, paper towels and bin bags for disposal after hand washing / sanitising.
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 others to launder their clothes when they arrive home. Inform the hall caretaker on 07875206875 or 07802786423.
15. In order to avoid risk of aerosol or droplet transmission 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.
16. Where a sport, exercise or performing art takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
17. Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members and/or avoid using equipment, which is difficult to clean, as far as possible. Any equipment you provide should be cleaned before use and before being stored in the hall's cupboards.

The Hirer (or their authorised representative) agrees to comply with:

The normal Hire agreement and Terms and Conditions plus this Covid 19 supplementary Hire agreement with its terms and conditions for the following session(s):

Signature: _____ Name: (Printed) _____ Date: _____

Contact Details: _____