**FRADLEY VILLAGE HALL**

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

**THESE CONDITIONS ARE TO COMPLY WITH HEALTH AND SAFETY LEGISLATION.**

**THESE CONDITIONS ARE SUPLEMENTARY TO, NOT A REPLACEMENT FOR, THE HALLS ORDINARY CONDITIONS OF HIRE, WHICH ARE STILL IN OPERATION**

1. We, the provider, have produced and given you a copy of our current procedures and practices to ensure the Village Hall is COVID Secure. These will be updated in line with Government Guidance.
2. You must undertake to comply with actions identified in the Hall’s Risk Assessment.
3. You are responsible for recording the names and contact numbers of all of your users and keeping them for 21 days.
4. You are not required to but may feel it necessary in your risk assessment to check the temperatures of all the users for your activity.
5. Although not compulsory at the present time YOU may wish to consider insisting your members wear suitable face coverings**. Amended August 8th – Masks must be worn in this hall unless you fall within the government exceptions.**
   1. children under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons)
   2. people who cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability
   3. employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer service)
   4. police officers and other emergency workers, given that this may interfere with their ability to serve the public
   5. where putting on, wearing, or removing a face covering will cause you severe distress
   6. if you are speaking to or assisting someone who relies on lip reading, clear sound or facial expressions to communicate
   7. to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity.
6. You, are responsible for ensuring those attending your activity or event comply with the Government COVID-19 Secure Guidelines while entering, occupying, and leaving the hall. In particular, YOU must ensure that they use the hand sanitiser provided when entering and leaving the hall.
7. You are responsible for any periodic cleaning of door handles, light switches, window catches, equipment, toilet handles and seats, wash basins during your period of hire. The hall undertakes to have a regular Covid touch point clean between hires
8. You must take care cleaning electrical equipment. Use cloths – do not spray!
9. You must 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 with 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.
10. You are responsible for keeping the premises well ventilated throughout your hire, with windows and doors open as far as convenient. YOU are responsible for ensuring they are all securely closed on leaving.
11. You are responsible for ensuring that no more than the agreed number of people attend your activity/event, in order that social distancing can be maintained. **30 people Maximum in main hall and 8 in the meeting room**.
12. You are responsible for ensuring that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible.
13. You are responsible for ensuring that suitable footwear is worm at all times. There must be no bare feet.
14. You are responsible for ensuring that only one person will access the toilets at one time unless they require the help of a carer.
15. You must 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 2 metre distance around them when going in and out of rooms and ensuring they can access the toilets, 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.
16. You should position furniture or the arrangement of the room as far as possible to facilitate people sitting 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.
17. You are responsible for the disposal of all rubbish created during your hire, (including tissues and cleaning cloths). All items should be placed in the bins located around the hall.
18. You are responsible for ensuring all of your guests with young children who require a nappy change, bag their nappy in a plastic bag before placing in the bin provided in baby changing area.
19. You should encourage users to bring their own drinks and refreshments as the kitchen will initially be closed.
20. You are responsible, when the kitchen facility is eventually opened, if food and drinks are made, to ensure that all handles, switches, surfaces etc are periodically cleaned throughout the hire period.. There will be NO crockery and cutlery provided. YOU must bring your own crockery, cutlery, and clean tea towels, so as to reduce the risk of contamination between hirers and take them away. WE will provide washing up liquid, cloth and scourer. If cloth / scourer has been used please bin at the end of your hire period
21. You should note that The Management Committee 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 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.
22. In the event of someone becoming unwell with suspected COVID-19 symptoms whilst at the hall **YOU** should arrange for them to go the designated area which is in the **KITCHEN**.

It is recommended that **YOU** then ask others in your group to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when the arrive home. Inform the Hall Booking Secretary tel.no.01283 791599, if unable to reach the Booking Secretary please call the Emergency Contacts Listed Outside the Front door or on the notice board in the Foyer.

1. Youare responsible for providing attendants for performances and other events with seated audiences, who should ensure that people to seat themselves furthest from the entrance on arrival, exit closest to the exists first and ensure people only use the toilets in line with the previous guidance.
2. If You use any of the cleaning equipment in the Servery then please leave on top of the worktop in order for the cleaners to wipe down for the next hirer.
3. If You use the plastic chairs then please do not restack leave individually in a row in front of the stage for the cleaners to wipe down before the next hirer.
4. You should avoid using personal equipment which is difficult to clean.
5. NOISE - You should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes – but is not limited to – refraining from playing loud music that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol and droplet transmission.

**I confirm that I am content to accept these conditions of hire.**

Organisation …………………………………………….

Signed ……………………………………………………

Dated……………………………………………………..