

Mileham Village Hall

Special Hire Conditions relating to the use of hall due to Covid-19

NB Unless you agree to fully comply with the following conditions, you will not be eligible to hire the hall.

1. Mileham Village Hall Committee has assessed the risks of using the hall due to Covid-19. The following Special Hire Conditions have been produced as a result of that assessment.
2. You, the hirer, will be fully responsible for ensuring that those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall (included as Appendix I) which are displayed at the hall entrance. In particular the use of the hand sanitiser supplied when entering and exiting the hall and after using tissues is mandatory. You must also ensure that all people attending your event have read, understood and comply with the guidelines.
3. You will be responsible for cleaning tables, 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. You need 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 a clearly accessible location) or your own ordinary domestic products. Please take care cleaning electrical equipment, especially light switches. Use cloths - do not spray! You will be required to clean again on leaving, to ensure that the hall is safe for the next user.
4. You **MUST** keep a list of contact details for all people attending your event. 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 10 days, and that if they develop symptoms within 10 days of visiting the premises they should contact the NHS Test and Trace system to alert others with whom they have been in contact as well as contacting you. You must then advise the hall committee on 0300 020 0650.
5. You will keep the premises well ventilated throughout your hire consistent with heating requirements, 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 no more than 20 people attend your activity/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 when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person uses each toilet at any one time, and ask them to sanitise the toilet after use using the equipment provided.
7. You must take particular care to ensure that social distancing is maintained for any persons aged 70 or over or those likely to be clinically more vulnerable to COVID-19, including taking particular care to keep 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.
8. You will position furniture or the arrangement of the room as far as possible to facilitate people seating 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.

9. You will be responsible for taking away and safely disposing of all rubbish created during your hire, including tissues and cleaning cloths/paper towels, in the rubbish bags provided. A pedal bin is available in the main hall, with which you can use a bin liner.
10. The provision of refreshments is discouraged. If the kitchen is used, then you must ensure 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 provide washing up liquid, washing up equipment, kitchen towel and paper towels.
11. 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 these additional hiring conditions 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. We accept no liability for any consequential loss of income.
12. 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 ladies toilet in the foyer. Provide them with tissues and a bin or plastic bag. 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. Advise them to launder their clothes when they arrive home. Inform the hall committee immediately on 0300 0200 650.
13. Any government guidelines pertaining to Covid-19 that are not covered under the above clauses MUST be adhered to.

I agree to all of the above Special Hire Conditions and confirm that I will fully comply with them :-

Signed

Date

Group name

HELP KEEP THIS HALL COVID-19 SECURE

1. You must not enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 10 days of visiting these premises alert NHS Test and Trace. Alert the hall committee on 0300 0200 650 and alert the organiser of the activity that you attended.
3. Maintain 2 metres social distancing as far as possible. If you can't, you must wear a mask to protect others.
4. Use the hand sanitiser provided on entering and exiting the premises and whenever you feel that it's necessary. Clean your hands often. Soap and paper towels are provided.
5. Avoid touching your face, nose, or eyes. Clean your hands if you do.
6. "Catch it, Bin it, Kill it". Tissues should be disposed of into the pedal bin provided. Then wash or sanitise your hands.
7. Check that the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces as appropriate *before* you arrived. Keep them clean. We cannot clean all surfaces at the hall between each hire, so it is up to each hirer to ensure that not only is their own hire safe, but that the hall is left in a safe condition for future hirers.
8. Take turns to use confined spaces such as the lobby, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is currently considered low risk.
9. Keep the hall well ventilated, if possible. Ensure that all doors and windows are closed on leaving.