

## CURRY RIVEL VILLAGE HALL

### Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to and not a replacement for the hall's ordinary conditions of hire.**

#### SC1

You, the hirer, will be responsible for ensuring that 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.

#### SC3

The hall will be thoroughly cleaned daily, when the hall is in use.

You will be responsible for cleaning items including 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** your group or organisation arrive. You will be required to clean **again** on leaving. If chairs have been used, then they should be sprayed with the Aerosol Anti-bacterial spray provided (spray for approximately 3 seconds/chair)

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. You must also contact the Hall Management on 07730 755203.

#### SC5

You should keep the premises well ventilated throughout your hire. You will be responsible for ensuring they are all windows and doors are closed on leaving.

#### SC6

You will ensure that the agreed number of people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises and as far as possible, observes social distancing of 1m plus mitigation measures when using more confined areas, or 'pinch points' which should be kept as brief as possible. You will ensure that no more than one person uses each suite of toilets at any one time.

#### SC7

You must ensure that all attendees wear a face covering unless they are covered under "a reasonable excuse" (gym class, to eat or drink or for health reasons). Exceptions to this rule are:

- Children under 11
- Inability to wear a mask because of physical or mental illness/impairment/disability
- People assisting others who rely on lipreading, clear sound or facial expressions to communicate

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#### **SC8**

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.

#### **SC9**

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 two empty chairs 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.

#### **SC10**

You must keep a record of the name and contact telephone number or email of all those who attend your event for a period of 21 days after the event and provide the record to NHS Track and trace if required.

#### **SC11**

You will be responsible for the disposal of all rubbish created during your hire, including cleaning cloths, taking all rubbish away with you when you leave the hall.

#### **SC12**

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.

#### **SC13**

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.

#### **SC14**

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 reception area. A Covid First Aid kit is available in the kitchen. All contact details will have already have been recorded, so leave the premises, observing the usual hand sanitising and social distancing precautions and advise all attendees to launder their clothes when they arrive home. Inform the hall Management on 07730 755203.

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#### **SC15**

For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large 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 toilets in the interval row by row.

#### **SC16**

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.

#### **SC17**

Other special points as appropriate.

Where a group uses their own equipment, it must not be shared with other members.

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

The hall is equipped with passive infra-red detectors which means that lights come on automatically in the Reception, Corridors and toilets.

#### **SC18**

You should complete your own event Risk Assessment. A sample Risk Assessment is available on request from Hall Management on 07730 755203.