

NORTH CADBURY VILLAGE HALL

Registered Charity No 304592

Special Conditions of Hire during COVID-19 (until further notice)

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 Guidelines while entering and occupying the hall, as shown on the poster which is 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: 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 either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. An extra half-hour both before and after each booking will be provided for this purpose at no extra charge.

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 they are all securely closed on leaving.

SC6: You will ensure that no more than 60 people attend your activity/event, in order that social distancing can be maintained. You will advise that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible observes social distancing when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.

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, 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.

- SC8:** You will position furniture or the arrangement of the room as far as possible to facilitate social distancing between individual people. 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.
- SC9:** If upholstered chairs are used during your hire, then use only chairs which have not been used for at least 72 hours. Before you leave stack all the used chairs together in the storage area and attach one of the signs provided to the top chair of the stack, filling in the date and time when used.
- SC10:** You MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.
- SC11:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the entrance hall and take these used bags away with you when you leave the hall.
- SC12:** You will encourage users to bring their own drinks and food.
The Main Hall Kitchen can be used but all surfaces and any items used must be cleaned before and after use.
You will need to provide your own tea towels and hand towels and take them away with you.
You should limit the number of people in the kitchen at any time to no more than two.
- 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 stage area adjacent to the Reading Room. Provide tissues and a bin or plastic bag, and 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 hall Booking Secretary on 07468 484281.
- SC15:** Live performances e.g. drama, music are permitted. You should 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.
- SC16:** Where people attending your event bring their own equipment they must not share it with other attendees. You will avoid using equipment, which is difficult to clean, as far as possible.
You will ensure that any equipment that belongs to your group is cleaned before use and before being stowed in the hall cupboards.