

Shireoaks Village Hall – Additional Conditions of Hire during COVID-19

Please note, these conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

	Special Hiring Conditions
1	<p>The hall will be opened and closed by the caretakers 15 minutes before and after the time of the booking. They will ensure that the heating is turned on (if required), but for social distancing reasons they will not be there to greet you.</p> <p>Please do not turn up prior to the start time – or if you do please remain in your car outside the hall.</p>
2	<p>The hirer will need to maintain a list of people who have attended along with the contact details in case they need to be contacted regarding an outbreak of COVID-19.</p>
3	<p>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 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.</p>
4	<p>Document your Hirers Risk Assessment and send to Peter Stanley at peter.v.stanley@btinternet.com at least two weeks prior to the hire of the hall. The Risk Assessment will be reviewed and either approved or changes indicated before the use of the hall can be confirmed.</p> <p>You must also comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.</p>
5	<p>You will be responsible, before leaving the hall, for cleaning door handles, light switches, equipment, toilet handles, tables and seats, wash basins and all surfaces used during your period of hire, using the products supplied (located on the Bar).</p> <p>Please take care cleaning electrical equipment. Use cloths - do not spray!</p>
6	<p>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 14 days, and that if they develop symptoms within 14 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact.</p>

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7	You will keep the premises well ventilated throughout your hire, with doors open as far as convenient. You will be responsible for ensuring they are all closed on leaving.
8	You will ensure that no more than 30 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, observes the one-way system within the premises.
9	<p>The main Ladies and Gents toilets will be closed, but the Disabled toilet will be available for emergencies. Please ensure that the toilet is cleaned after use.</p> <p>The baby changing facilities will remain open, but again must be cleaned after use and the nappies put in the outside bins</p>
10	Please 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, 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.
11	<p>Position tables and chairs 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.</p> <p>You will be advised by the booking clerk whether you are to use Set A or Set B of chairs and tables, this will not change from week to week.</p>
12	You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the external bins before you leave the hall.
13	Should it be required please encourage your group to bring their own drinks.
14	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.

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15	<p>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 Dining 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.</p> <p>Please inform Peter Stanley immediately on 01909 477391 or 07931 895939</p>
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