**Special Conditions of Hire during COVID-19**

**Note: These conditions are supplemental to, not a replacement for the Terms and Conditions of Use of Witcombe & Bentham Village Hall.**

**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 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, of which you will be provided with a copy.

**SC3:** The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles, plastic chairs) using either the products supplied or your own ordinary domestic products.

***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 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST seek a COVID-19 PCR test**.

**SC5:** You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**In the event the fire escape doors are opened (they shouldn’t be!) PLEASE ensure the ‘turn knobs’ are re-activated to secure the doors properly.**

**SC6:** You will comply with the following capacity constraints:

**50 people seated at tables,**

**60 theatre seating and**

**75 seated or standing with no tables** in the Main Hall

and (8) in the Small Hall, in order that social distancing can be maintained.

 At pinch points within the Hall such as waiting to enter and leave the premises users try to keep 2m apart and observe the one-way system within the premises. When using more confined areas e.g., moving and stowing equipment, accessing toilets, these activities should be kept as brief as possible. You will make sure that no more than [one] persons use each suite of toilets at one time.

**SC7:** You will take particular care to ensure that 2m social distancing is maintained for any persons aged 70 or over, persons who have not been vaccinated or persons likely to be clinically vulnerable to COVID-19. Pay particular attention when going in and out of rooms and ensuring they can access the toilets or other confined areas without compromising social distancing.

**SC8**: 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 (at least one member of any group of up to 6 people or 2 households must provide details). 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. If food or drink is being served, then the contact details of everyone attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.

**SC9:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall. We currently only have 1 recycling bin (awaiting delivery of a new one) please use blue recycling bags.

**SC10**: **Use of Kitchen**

Users are encouraged to bring their own food.

Limit of 2 people in the kitchen due to confined area, and avoid those vulnerable, and those over 70 years of age being in this area.

If you are contracting outside caterers please ensure they take the appropriate precautions when using the kitchen area. They remain your responsibility as the hirer of the hall.

**SC11:** 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.

**SC12:** 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 [Committee 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 custodian on 07518 137635.**

**SC13**: In order to avoid risk of aerosol or droplet transmission 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.

**SC14:** Other special points as appropriate. e.g., Where a sports, exercise or performing arts activity takes place:

\*You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity] e.g., Where a group uses their own equipment: \*You will ask those attending to bring their own equipment and not share it with other members

 Or You will avoid using equipment, which is difficult to clean, as far as possible.

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

\*To avoid cash handling request any payment is made electronically before your event.

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