



# MAISEMORE VILLAGE HALL

Registered Charity No 301570

## Special Conditions of Hire during COVID-19 Issue 2 Dated 19/09/2020

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire. (See website [www.maisemorevillagehall.co.uk](http://www.maisemorevillagehall.co.uk))**

### **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 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. Additionally hirers are required to complete their own risk assessment and to share this with the Bookings Secretary prior to the booking being confirmed, and to comply with any further actions identified therein.

### **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 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.

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** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test. In addition users should inform the caretaker as a matter of urgency (01452 260250)

**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.

**SC6:**

You will ensure that no more than 30 people attend your activity/event (or 20, in the case of exercise, dance or fitness sessions) in order that social distancing can be maintained.

You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will ensure that the accessible toilet is the only one to be used.

**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 and 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 of 2m between individual people or groups of six or less people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

**SC9:**

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 3 weeks after the event and provide the record to NHS Track and trace if required, in accordance with Public Health Regulations.

**SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, Bags will be provided in toilets, foyer and hall. All used bags should be taken away with you when you leave the hall.

**SC11:**

You will encourage users to bring their own drinks and food if required. **Kitchen facilities including crockery, cutlery etc will not be available**

**SC12:**

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.

**SC13:**

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 Green Room (to the left of the stage). 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 caretaker on [01452 260250].

**SC14:** 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.

**SC15:**

Where a group uses their own equipment:

If a sports or exercise activity takes place you will organise your activity in accordance with COVID guidance issued by the relevant governing body for your sport or activity, wherever applicable.

You will ask those attending to bring their own equipment and not share it with other members.

The hall is equipped with passive infra-red detectors which means that lights come on automatically in the toilets. Please remind people not to touch these switches.

**SC16:**

Depending on the nature of the event you may be required to take additional steps to control risks related to COVID, which will be discussed with you prior to the booking being confirmed.

**SC 17:**

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

**By confirming a reservation of the hall you will be deemed to have agreed to abide by the above special conditions.**