



MAISEMORE VILLAGE HALL

Registered Charity No 301570

Special Conditions of Hire during COVID-19 Issue 5 Dated 28/07/21

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

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

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 which is displayed on the website www.maisemorevillagehall.co.uk

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** seek a COVID-19 test.

SC5:

You should 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 should take particular care to ensure the safety of any persons likely to be clinically more vulnerable to COVID-19, including for example keeping a distance around them when going in and out of rooms and ensuring they can access the toilets and other confined areas with minimal risk.

SC7:

You are requested to ask everyone who attends your event to use the NHS QR poster at the hall entrance to register their attendance or securely keep their details if they wish to check in but do not have the app

SC8:

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.

SC9:

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.

SC10:

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].

SC11:

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.

SC12:

You should encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

For further guidance please refer to:

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/coronavirus-covid-19-how-to-stay-safe)

[Coronavirus \(COVID-19\): Wedding and civil partnership ceremonies, receptions and celebrations - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/coronavirus-covid-19-wedding-and-civil-partnership-ceremonies-receptions-and-celebrations)