

# East Cowton New Village Hall Association Committee

## Special Conditions of Hire during COVID-19

**Note:** These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

You should liaise with the Hall Booking Secretary over arrangements for your event and give a written account of how you will organise your activity safely. (xx Jim's email address xx)

**1:** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the guidance shown on the attached poster which is also displayed at the hall. Where possible this should be sent to attendees prior to the event along with any specific arrangements for your activity.

**2:** Ensure that furniture and equipment is laid out prior to the start of your event, that sanitising, bins and signage are in place, windows and doors are open for ventilation.

**3:** Please reinforce the messages on the poster at the start of your event, in particular to use hand sanitiser or to wash hands on entering, leaving and after using tissues.

**4:** The hall will have been cleaned before your arrive. **You are responsible to keep clean all surfaces that are being used during your period of hire** (excluding the floor); door handles, light switches, window catches, toilet handles and seats, wash basins, chairs, tables, all equipment etc. Bring and use your own ordinary domestic products.

**Warning** - When cleaning; do not spray any liquid directly onto electrical switches or equipment.

**5:** You must inform everyone likely to attend your activity or event 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 your event they **MUST** use the NHS Test and Trace service to alert others with whom they have been in contact.

**6:** Please keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient.

**7:** You must ensure that no more than the number of people agreed with the Committee attend your activity/event, and that attendees observe the measures you have put in place based on the Risk Assessment for your activity.

**8:** 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.

**9:** You will position furniture or equipment for your activity in the room as far as possible to facilitate social distancing of 2m between individuals 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, and with good ventilation.

**10:** You should keep a record for three weeks of the name and contact number or email of all those who attend your event and provide the record to NHS Track and trace if required.

**11:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

**12:** You will encourage users to bring their own drinks and food. If drinks or food are made, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. **You will bring your own clean tea towels**, so as to reduce risk of contamination between hirers, and take them away. Kettle and surfaces to be cleaned.

**13:** We have the right to close the Hall if there are safety concerns relating to COVID-19, If this is necessary, we will do our best to inform you promptly. You will not be charged for unused hire.

**14:** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall they should advise you (the organiser) immediately and leave the hall to return home. Ask others in your group to provide contact details if you do not have them and then everyone leave the premises, observing the usual hand sanitising and social distancing precautions. Advise participants to launder their clothes when they arrive home. Inform the Committee.

**15:** Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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.**

**16:** Where a group uses equipment, it is preferable for those attending to bring and use their own equipment. Any equipment you provide shall be cleaned before and after use.

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