**PAUNTLEY VILLAGE HALL**

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

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

**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 poster 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.

**SC3:** On entering the hall, users will be required to wear a face covering if they are able, and will be required to keep it on, unless covered under a ‘reasonable excuse’. This could be for a gym class, if users need to eat or drink something, or if they have a health or disability reason to not wear one. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so.

**SC4**: 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 and kitchen sinks (if used), 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!

**SC5**: 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 as Covid-19test.

**SC6.** You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC7:** You will ensure that no more than **26** people attend your activity/event, in order that social distancing can be maintained. There will also ensure that people attending do so in groups of no more than **6 or two households** and that such groups do not mingle. You will ensure that everyone attending maintains social distancing of **2m** between individuals or groups 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, which should be kept as brief as possible. You will make sure that no more than **ONE PERSON** uses each suite of toilets at one time.

**SC8:** 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.

**SC9:** 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 2 households, or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person, rather than face to face, and face coverings and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2m across the table between people from different household groups who are face to face e.g. using a wide U-shape.

**SC10**: 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 who attend together 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.

**SC11:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the bins (with spare bags under the kitchen sink) before you leave the hall.

**SC12**: Users are encouraged to bring their own drinks and food. If drinks or food are being served or made on a DIY basis it must be consumed while seated. Alcohol must only be served at tables, or as a takeaway service or, at a performance of a play, concert or film, to those with a ticked for consumption at their seat. If food and drink is served at tables you MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC7. 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. We will provide washing up liquid and washing up cloths.

**SC13:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided. All other rubbish should be taken away with you when you leave the hall.

**SC14:** 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.

**SC15**: 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 in the corner of the hall next to the store 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 a member of the hall committee on 01531 822315/07549 539307.

**SC16**: Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members.

**SC17**: For events with more than 30 people (when allowed) you will take additional steps to ensure the safety of the pubic in relation to Covid-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use the toilets in the interval row by row.

**SC18:** 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.

**SC19:** Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with the guidance issues by the relevant governing body for your sport or activity.

**April 2021**