

SPAXTON VILLAGE HALL

Special Conditions of Hire during COVID-19

Please read and sign at the end and return to the bookings secretary at bookingsvh@hotmail.com (electronic signature will be accepted) or post into the 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 Village Hall (VH), displayed at the hall entrance, in particular using the hand sanitiser supplied when entering.

SC2:

You undertake to comply with the actions identified in the VH's risk assessment. (Copy available on request) and to undertake your own risk assessment. You are asked to take a register of those attending each event (name and telephone number is sufficient) which should be kept for 21 days.

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 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!

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

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 that all doors and windows are securely closed on leaving including the main entrance.**

SC6:

For the Main Hall, you will ensure that no more than 27 people at 2mtr distancing are allowed in at any one time. With mitigating measures such as in rows facing the same way, using face masks and maximum ventilation 1+mtr distancing 50 people can attend your activity/event once larger gatherings are permitted. For the Pavilion the limits are 12 people at 2mtrs and 20 at 1+mtrs. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises and as far as possible when using more confined areas. You will make sure that no more than two people use each suite of toilets at any one time and only one person at a time is allowed into the kitchenette in the Main Hall.

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, kitchenette 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.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape

SC9:

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 each room before you leave the hall. Please take your rubbish home with you.

SC10:

Food and drink should not be prepared on the premises. You will encourage users to bring their own drinks and food and you will be responsible for removing all rubbish.

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 The Away Team Changing Room which is at the end of the toilet corridor by the back door. You will 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 already 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 cleaner on 01278 617431.

SC13:

You will ask those attending to bring their own equipment and not share it with other members and you will, as far as possible, avoid using equipment which is difficult to clean.

SC14: For events with more than 30 people you will take additional steps to ensure the safety of the public 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 toilets in the interval row by row.

SC15: 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.

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 and, as far as possible, avoid using equipment which is difficult to clean.

Please sign to confirm you have read and will comply with these conditions.

Signed.....

Date.....

Please Note:

Unless this declaration is signed and returned **24 hours** prior to the date of your event taking place your booking will not be accepted. For repeat events, only one declaration is required.

Please visit the Home Page of our website www.spaxtonvillagehall.co.uk to see the measures we have in place to keep the Hall Covid Secure