

WINTERSLOW VILLAGE HALL

Supplementary Conditions of Hire

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

1. 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 attached poster which is also displayed at the hall entrance, in particular wearing face coverings when accessing communal areas of the hall, using the hand sanitisers supplied when entering the hall and after using tissues.
2. 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.
3. 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!
4. 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** inform the Hall Secretary on 01980 862776 or email secretary@winterslowvillagehall.org.uk and seek a COVID-19 test.
5. You will keep the premises well ventilated throughout your hire, with windows and door open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
6. You will ensure that no more than the following number of people attend your activity/event, in order that social distancing can be maintained:

Seating arrangement	Standing	Seated social distancing rules must be applied	Wedding Receptions Seated only
Main Hall	30	30	30
Recreation Room	12	10	n/a
Meeting Room	8	8	n/a

You will ensure that everyone attending do so in groups of no more than 6 or 2 households 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 any 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.

7. 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 area.
8. 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 6 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 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.

9. 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 must provide details). This can be done by:

- operating an advance booking system which collects these details,
- or asking all attendees to use their smart phone to register by using either your own NHS QR poster or the hall's NHS QR poster situated at the hall entrance,
- or by keeping a manual record of attendees that have not registered by either method above.

If food or drink is being served, contact details of everyone must be obtained. These details should only be kept for 21 days. **Failure to comply with collecting details and maintaining records is punishable by a fine. The first fixed penalty is £1000.**

10. 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 kitchen before you leave the hall. These rubbish bags should be deposited in the Red wheelie bin by the tennis court on leaving the Hall. All other rubbish should be taken away with you when you leave the hall.

11. Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it must be consumed while seated. Alcohol must only be served at tables, or as a takeaway service or, at a performance of a film, play or concert, to those with a ticket 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 SC6.

12. 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 these 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.

13. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to **a safe area which is away from the rest of your group**. Put on mask, face shield, gloves & apron to protect yourself (these can be found in a plastic storage box in the kitchen). Provide them with 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 secretary on 01980 862776 or email secretary@winterslowvillagahall.org.uk

14. For events with more than 30 people (when allowed) 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.

15. 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.

16. Avoid using equipment, which is difficult to clean, as far as possible and not to share it with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

17. Where a sport, 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.