

**Drinkstone Village Hall Special Conditions of Hire during COVID-19 v5
(Rev. 29/4/2021. Those paragraphs marked * have been revised)**

**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 attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues. You will ensure that anyone attending your activity or event wears a face mask or covering when in the village hall. You will not be able to hire the hall unless you sign at the end of this document to confirm that you accept, and will comply with, these conditions.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. You will complete your own COVID risk assessment (a template has been provided if needed) and return a copy to a member of the Village Hall Committee.

SC3:

The hall will be cleaned before you arrive by a contract cleaner. Cleaning materials will be made available in the village hall for cleaning any equipment used.

***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 will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring windows and doors are all securely closed on leaving. The window blinds should be left open at all times.

SC6:

You will ensure an absolute maximum of 30 people in the hall during your hire (see also SC8). You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes 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. You will make sure your attendees know that only one person should use each suite of toilets at one time.

***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 or other confined areas without compromising social distancing.

SC8:

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 up to two 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, 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. At the end of the hire you will leave the tables in the position that you found them.

SC9:

You will use the plastic chairs provided in the main hall. A small number of upholstered chairs will be left in the hall to be used by those who need to use them. Any upholstered chairs used during your hire should be stacked outside the office.

***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 (or a member of any group of up to 6 people or 2 households who attend together). 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 and any rubbish put in the bins provided, in the dustbin in the foyer. The bin bag should be placed in the black wheelie bin in the recycling area close to the road when you leave the hall, checking also that any tissues etc found outside the front door are picked up and placed in the bin bag.

***SC12:**

Users are encouraged to bring their own food and drinks. The kitchen and all the crockery, cutlery etc will not initially be available to hirers to reduce the amount of cleaning that has

to be carried out between each hire. You will advise your attendees that they should bring their own refreshments and cups, plates etc. Village Hall tea towels will not be available for use.

SC13:

The Village Hall Committee have the right to close the hall (or suspend an individual activity) 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 advised or required by national or local government or Community Action Suffolk to close again. If this is necessary, we will inform you promptly.

***SC14:**

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 female toilet. All necessary materials and cleaning agents are in the clearly marked COVID-19 first aid box stored in the foyer. 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. Contact Sue Foulsham or Robin Sharp - their details are displayed on the notice board.

SC15:

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. playing loud music.

SC16:

Tai Chi, Yoga, Circle Dancing - You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC17:

For any group using their own equipment: You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you store in the hall is cleaned before use and before being put away.

I confirm that I accept and will comply with these conditions:

Name:

Activity:

Date: