

WEST MEON VILLAGE HALL HIRE AGREEMENT

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the West Meon Village Hall Hire Agreement Standard 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.
- 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.** Face coverings are required to be worn inside the building. 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.
- 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** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.
- SC6.** The Hall has not implemented a formal one-way system with a separate entrance and exit route, but if it is likely that your hire could involve people arriving and leaving at the same time you should do so. Use the Fire Exit doors in the main hall or the door at the end of the corridor by the small hall for the exit. Remember to secure these again when you leave.
- SC7.** You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

WEST MEON VILLAGE HALL HIRE AGREEMENT

- SC8.** You will ensure that numbers in the hall do not exceed government guidelines applicable on the day of hire. The current maximum capacity allowed is 25 people in the Main Hall, or 8 people in the Small Hall, in order that social distancing can be maintained. 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.
- SC9.** You will make sure that no more than one person uses each suite of toilets at any one time. The doors will be wedged open so please leave them like that.
- SC10.** You are responsible for ensuring that the toilets are not used by anyone who is not part of your hiring group, e.g. walkers, other users of the car park or recreation ground. You will monitor this as well as you can and keep anyone not in your hiring group from entering the hall.
- SC11.** 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 others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
- SC12.** 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.
- SC13.** If you are using the hall for indoor exercise or a performance you must follow the instructions and guidelines of the relevant governing body for the sport or activity with particular regard to distancing, ventilation and equipment.
- SC14.** You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.
- SC15.** You will be responsible for the disposal of all rubbish created during your hire including emptying all of the bins and replacing the bin liners. All waste bags should be placed in the large red bin outside.
- SC16.** You will encourage users to bring their own drinks and food if necessary. **The hall kitchen is closed and is not to be used, nor are any of the contents to be touched with the exception of**

WEST MEON VILLAGE HALL HIRE AGREEMENT

using the First Aid box or Accident Book. You will take away any crockery or cutlery you have brought with you.

SC17. 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.

SC18. 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 long corridor. 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 the Hall Booking Clerk on 01730 829584 or 07941 280399.

SC19. For events with more than 20 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.

SC20. 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.

SC21. Where a sports, 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.

Where your group uses your own equipment: you will ask those attending to bring their own equipment and not share it with other members or you will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

SC22. The Hall will be professionally cleaned twice a week.

SC23. We have the right to change these Special Conditions with immediate effect if Government regulations or advice changes or we believe that measures need to be changed to ensure the safety of hall hirers. In that case we will provide you with the amended Special Conditions.